

**Role of Board Template**

**April 2018**

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PURPOSE OF THIS TEMPLATE

This document has been prepared by the NSW Office of Sport as a guide for New South Wales State Sporting Organisations (**SSOs**) to assist with an SSO’s governance. IT IS A TEMPLATE ONLY. This document should be read in context with the NSW Office of Sport’s Sports Governance Capability Framework and in particular paragraph 3.3.

INSTRUCTIONS

The document has been designed specifically for sport and seeks to take into account the issues which an SSO might need to consider; for example, Sport must deal with the impact of drugs; Sport is affected by child protection legislation; and Sport operates under a national system where the national body can make rulings and set policy that will flow through the Sport and affect those playing at Club level.

All levels of an SSO and all persons within a Sport should work together for the advancement of the Sport and the SSO through sharing common purposes, structures, policies and procedures. This will hopefully improve the governance and delivery of a Sport and hopefully make it easier to address issues of joint concern, to share information and to maximise the sport’s marketability.

Finally, with the increasing amount of legislation affecting sport, Sports must enact consistent and complementary policies and strategies that address areas of governance and common risk that flow through the organisation.

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The Board

# Composition

The composition of the Board is set out in clauses ## and ## of the Constitution and comprises up to ## Directors including:

### seven ## Directors elected by the Members; and

### two (2) Directors appointed by the elected Directors above. An independent Director need not be a Member.

Gender equity is given consideration in the election and appointment of all Directors.

# Powers of the Board

Subject to the Act and the provisions of the Constitution the business of the Club/Association shall be managed by, and the powers of the Club/Association shall be exercised by the Board. The Board may exercise all the powers of the Club/Association, except any power the Act or the Constitution requires the Club/Association to exercise in a general meeting of members.

# Role of the Board

Without limiting the Board’s powers the role of the Board is to:

### determine the broad strategic direction of the Club/Association;

### appoint, support and evaluate senior management (if appointed) including succession planning;

### approve, monitor and be accountable for the financial and non-financial performance of the Club/Association;

### ensure an effective system of internal controls exists and is operating;

### ensure policies on key issues are in place and appropriate and that these can be applied effectively and legally to those participants or persons for whom they are intended;

### ensure financial and non-financial risks are appropriately identified and managed;

### ensure the Club/Association complies with all relevant laws, codes of conduct and appropriate standards of behaviour;

### provide an avenue for key stakeholder input into the strategic direction of the Club/Association; and

### ensure director, board and chair performance evaluation and professional development occurs regularly.

The Board should meet with the external auditor annually to discuss the findings of the auditor and any identified issues that may have arisen from the audit.