

Role and Responsibilities of a Club Board/Committee

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Let's Talk about

- **Getting the committee members off on the right foot**
- **Legislative requirements, rights and obligations**
- **Roles and responsibilities, code of conduct**
- **Committee processes and relationship management**



What was your experience of joining a committee?

Question: What information do you recall receiving when you were considering joining a committee or immediately upon joining?

Question: What do you think would be useful information to offer prospective or new committee members?



Helping your Committee to understand what they do

- **Understanding committee role**
- **Club-specific key documents**
 1. **the strategic or long-term plans**
 2. **constitution**
 3. **financial reports**
 4. **minutes**

Available resources – www.ors.sa.gov.au



Committee member induction

Orientation Steps

- Provide a role description or list of responsibilities
- Provide new members with the Pack
- Conduct an orientation session for the committee
- Have committee members present themselves
- Outline history of the organisation
- Assign a mentor / buddy

Available resource: *'So you want to be a committee member'* brochure from www.ors.sa.gov.au



Roles And Responsibilities Of Committee And Committee Members

- **Role of the committee**
 - Governance
 - Strategic planning
 - Financial management – budgeting, reporting, monitoring
 - Develop, review and adhere to policies
- **Operating responsibilities**
- **Authority and composition of the committee**
- **Sub-committees**
- **Associations Incorporation Act (SA) 1985**



Roles And Responsibilities Of Committee And Committee Members (cont.)

Role of the Public Officer

- **Co-ordinate activities relating to the reporting required by the Associations Incorporation Act 1985 (SA)**
- **Lodging statements and periodic returns**
- **Notifying Registrar of any changes**

Conflict of Interest Definition

- **Impact of non-disclosure**
 - Breach of Law**
 - Committee resentment**
 - Damaged reputations**
- **How to deal with conflict of interest**
 - Notify the committee and record details**



Other Legislative requirements

- **Child protection legislation**
- **OHS and Welfare obligations – if staff are employed**
- **Tax**
- **Liquor Licensing, Smoke Free**

Available resources: Child Protection Resources www.ors.sa.gov.au

Implementing Incorporation Act – www.cbs.sa.gov.au



Committee Processes & Procedures

- meetings

- **Seek and send out agendas items prior to the meeting**
- **Operate using an agreed efficient and simple meeting process**
- **Encourage questioning – within time limits**
- **Decision making and Time management**
- **Minutes – note actions and who is to do what**
- **Maintain minutes as record**



Meetings Additional tips

AGENDAS:

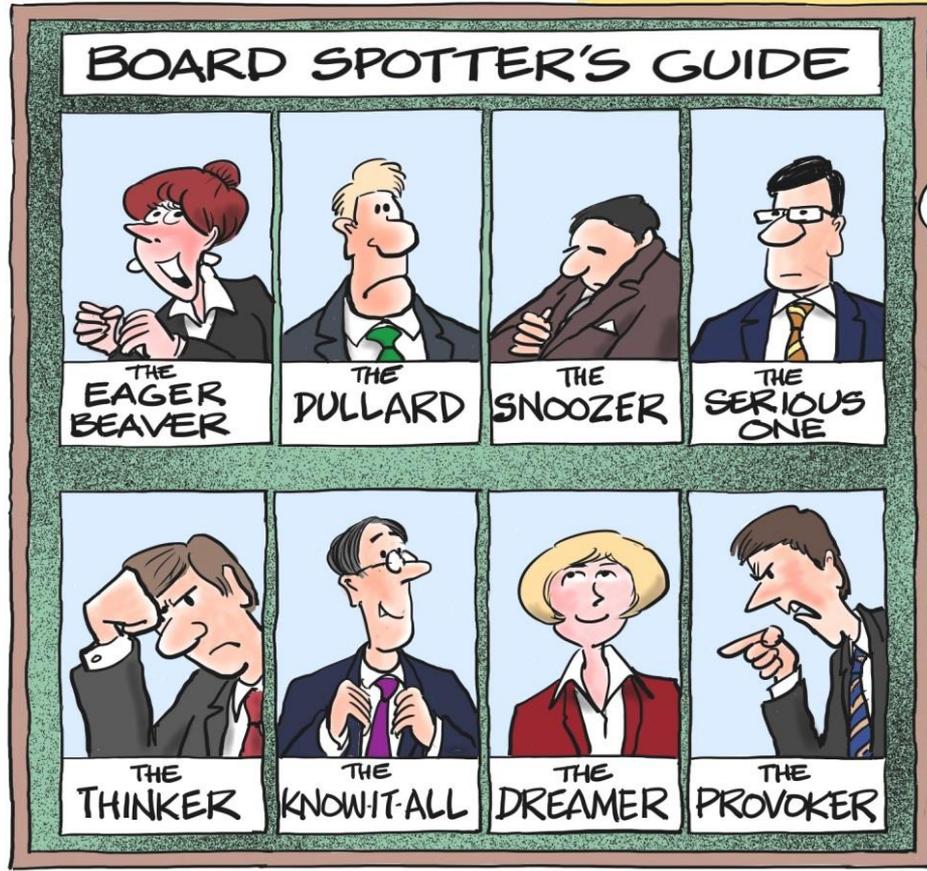
Clarify actions

- **Prioritise matters in an order**
- **Link agenda items to strategic objectives/key goals and their relative priority at the time of the meeting**

TIME MANAGEMENT:

- **Documents distributed before meeting if decisions to be made**
- **Stick to priorities and allow the chairperson to manage the process**
- **Pre-set meeting lengths**
- **Use email between meetings to deal with procedural matters**





Committee Members' Code Of Conduct

Standards Australia has suggested the following ethical principles for sound governance:

1. Accountability
2. Transparency
3. Fairness and balance
4. Honesty
5. Dignity
6. Legal compliance
7. Goodwill



RESPECT
CODE OF CONDUCT

TEAM AND CLUB OFFICIALS

Everyone has a role to play in ensuring that the game is free from physical and verbal bullying and abuse, and that it is played in a competitive and fair manner.

All participants of our game have a responsibility to promote respect and good behaviour. As leaders and role models, coaches, managers and other team and club officials must demonstrate the behaviour that they expect their players and spectators to follow. Therefore it is essential that **YOU** play your part and follow the *Respect Code of Conduct* at all times.

THE CODE



Committee Processes

Developing positive behaviours

When contributing to meetings consider balancing your views from 3 perspectives:

1. First Position – your perspective
 2. Second Position - other members' perspective
 3. Third Position – the greater good of the organisation – ‘the Helicopter view’
- Support collaborative relationships on your committee



Committee Processes

- **Financial accountability -planning/budgeting/reporting**
- **Auditing**
- **Delegations**
- **Risk management**
- **Insurance**
- **Affiliation**
- **Sponsorship / grant agreements**
- **Lease**



Performance Management

Performance management of the organisation

- Measuring club activities against long term plan outcomes
- Financial performance management
- Benchmarking - Consider using the ORS STARCLUB self-assessment process tool
- Monitor satisfaction levels of members

Available resource: STARCLUB

<https://www.recsport.sa.gov.au/starclub/index.php>



Stakeholder relationships and affiliation

- **Affiliation with parent body**
- **Sponsorship and grants**
- **Consultation and communication with club members**
 - **Tools – website, newsletters, social media**
 - **Communicate key progress and actions on club matters regularly**
 - **Deal with concerns, complaints and issues raised by members**
 - **Social activity at AGM**



Key 'take aways'

- **Induction – create cohesive committee**
- **Documentation**
- **Balance strategy, operational and compliance**
- **Agreed processes, conduct**
- **Productive meetings**
- **Keeping perspective**
- **Communication**



Help And Further Information

- Additional resources on sections covered are available on the ORS website
- http://www.ors.sa.gov.au/sport_and_recreation/managing_your_club_or_association/resources_to_help_you_run_your_club

Contact us regarding any enquiry your organisation may have – Participation@sa.gov.au .

