



BOARD OFFICER-BEARER POLICY

Policy number	BP007	Version	Version 1
Drafted by	Jamie Taafe	Approved by Board on	27 June 2015
Responsible person	CoB	Scheduled review date	1 January 2017

INTRODUCTION

A Board operates more effectively if the members and office-bearers of the Board know their respective duties and obligations.

PURPOSE

This policy seeks to ensure that members and office-bearers of the Victorian Tenpin Bowling Association Inc. (hereafter "TBAV") Board know their respective duties and obligations.

POLICY

Members and Office-bearers of the TBAV Board shall have the duties and obligations set out in the Appendices below.

AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)

Chairman of the Board

Secretary of the Board

Date of approval by the Board:

27 June 2015



BOARD OFFICE-BEARER POLICY PROCEDURES

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RESPONSIBILITIES

The Board Chair shall be responsible for including this policy in the induction package provided to new Board members.

The Secretary of the Board shall be responsible for ensuring that a copy of this policy is available for reference in Board meetings.

The Board Chair shall be responsible for making a ruling on any point in dispute in this policy.

PROCEDURES

This policy shall be included in the induction package provided to new Board members.

A copy of this policy shall be available for reference in Board meetings.

Any point in dispute in this policy shall be resolved by the Chair.

RELATED DOCUMENTS

- Board Attendance Policy
- Conflict of Interest Policy
- Developing an Effective Induction Process
- Induction Checklist

AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)

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POSITION STATEMENT: BOARD CHAIR

Governance	Provide leadership to the organisation
	Ensure (in partnership with the Board) that the objectives, goals and mission of TBAV are being followed and adhered to
	Work with the State Manager (Operations & Strategy) to ensure (in partnership with the Board) that TBAV develops in the appropriate direction
	Work with the State Manager (Operations & Strategy) to ensure (in partnership with the Board) that TBAV operates in an ethically, environmentally, and socially responsible fashion
Planning	Ensure (in partnership with the Board) that TBAV adopts and implements the Strategic Plan of Tenpin Bowling Australia Ltd (NSO)
	Oversee (in partnership with the Board) the regular review of the Strategic Plan
	Develop, in conjunction with the State Manager (Operations & Strategy) and the Board, an Operational Plan for TBAV
	Oversee (in partnership with the Board) the regular review and continuing development of the TBAV Operational Plan
Meetings	Ensure that appropriate standing orders are in place
	With the Secretary, prepare the agenda in advance of the meeting
	Chair Board meetings according to Standing Orders
	Rule on issues of meetings procedure not covered in the Standing Orders
	Report to the Annual General Meeting on the situation of the organisation
	Chair General Meetings according to Standing Orders
Administrative & Management	Chair the Executive Committee between Board meetings
	Serve on Board committees as required
	Liaise with Board committee chairs and report to the Board where appropriate
	Ensure that appropriate recruitment policies and procedures are in place for the State Manager (Operations & Strategy) and other staff
	Oversee the recruitment of the State Manager (Operations & Strategy)
	Ensure that appropriate personnel policies and procedures are in place for the State Manager (Operations & Strategy) and other staff
	Oversee the annual performance review of the State Manager (Operations & Strategy)
	Oversee the succession of the State Manager (Operations & Strategy)
	Oversee the management of the business of the Board

	Oversee the management of the recruitment, induction, and training of Board members (in partnership with the Board)
	Oversee the management (in partnership with the Board) of the assessment, review and renewal of the Board
	Oversee the management of the TBAV grievance procedures
	Ensure the harmony of Board deliberations
	Manage (in partnership with the Executive) the succession of the position of Chair
	Serve as liaison with the State Manager (Operations & Strategy) and, through him / her, to the staff
	In consultation with the State Manager (Operations & Strategy), report to the Board on staff management issues
	In consultation with the CEO, draw up CEO succession policy
Media	Under the TBAV Media Policy, serve as spokesperson for TBAV as appropriate
Promotion	Promote TBAV in the community as opportunities arise
Negotiation	Work with the State Manager (Operations & Strategy) in negotiation with other organisations or stakeholders; and report to the Board
Legal	In conjunction with the executive, oversee staff to ensure that <ul style="list-style-type: none"> • the performance of all legal requirements is reported to the Board • the performance of all legal requirements is fully documented.
	Ensure that all legal requirements are met
Finance	With the Treasurer, oversee operations to ensure that TBAV's financial control procedures are adequate and that risk management strategies are in place
Other duties	As for Board members (below)

POSITION STATEMENT: BOARD TREASURER

Governance	Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of TBAV
	Advise the Board on matters of finance
	Advise the Board on fundraising
	Oversee the production of appropriate fully documented financial policies and procedures
Planning	With the Chair, the Executive and the State Manager (Operations & Strategy) – oversee the production of a Business Plan for TBAV
	With the Chair, the Executive and the State Manager (Operations & Strategy) - oversee (in partnership with the Board) the regular review and development of the Business Plan
Meetings	Report to the Board at each meeting on the financial situation of TBAV
	Report to the Board at each meeting on variances from the approved budget
	With the Secretary, place any necessary financial items on the Board agenda in advance of the meeting
	Report to the Annual General Meeting on the financial situation of TBAV
Administrative & Management	Serve on the Executive Committee between Board meetings
	Serve on Board committees as required
	Liaise with Board committee chairs on financial issues and report to the Board where appropriate
	Undertake TBAV's bookkeeping
	Ensure that TBAV's financial records are adequate, protected, backed up, and accessible.
	Oversee the banking transactions for TBAV
	Oversee the maintenance of the TBAV asset register
Finance	In conjunction with the Executive, ensure that TBAV's financial control procedures are adequate and that appropriate safeguards against fraud are in place
	In conjunction with the Executive and the Board, ensure that risk management strategies (including appropriate insurances) are in place
	Oversee the collection and reception of all money due to TBAV and the making of all payments authorised in the normal course of business
	In conjunction with the Board, oversee TBAV's investment strategy and report to the Board
	Oversee the preparation of the Budget for the coming year
	Oversee the review of income and expenditure against the budget on

	a continuous basis
	Coordinate and oversee the external audit of TBAV's accounts on an annual basis
Legal	With the Chair and the Executive, ensure that TBAV complies with all relevant and applicable tax arrangements
Other duties	As for Board members (below)

POSITION STATEMENT: BOARD SECRETARY

Governance	Ensure the preparation and adoption of appropriate Board policies
Planning	Ensure that appropriate standing orders are in place
Meetings	With the Chair, prepare the agenda in advance of the meeting
	Oversee the distribution of meeting papers before the meeting
	Take minutes at each Board meeting and circulate to Board members
	Take minutes at each General Meeting and circulate to members of TBAV
Administrative & Management	Serve on the Executive Committee between Board meetings
	Serve on Board committees as required
	Oversee TBAV General Meetings
	Receive nominations for positions on the Board and other positions requiring a nominations process
	Keep under their control all books, documents and securities, and make them available as required
Media	Ensure preparation and adoption of a Media policy
Promotion	Promote TBAV in the community as opportunities arise
Negotiation	Serve (as nominated by the Board) and assist in negotiations with other organisations or stakeholders
Legal	Keep and maintain the Common Seal of TBAV
Other duties	As for Board members (below)

POSITION STATEMENT: ORDINARY BOARD MEMBER

General	On being elected to the Board, undertake induction and training procedures as provided by the Board
Governance	Consider, debate, and vote on issues before the Board on the basis of the best interests of TBAV only
	Comply with TBAV rules, policies, and standing orders
Planning	Review and approve TBAV's adoption and compliance with the Tenpin Bowling Australia Ltd Strategic Plan, the TBAV Operational Plan, and other consequential arrangements (Business Plan, Budget, etc.)
Meetings	Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
	Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
Administrative & Management	Approach employees of TBAV only through the State Manager (Operations & Strategy)
	Serve on Board committees as required
	Review and approve TBAV's systems for financial control and risk management
Media	Make comments to the media only as provided in the TBAV Media Policy – media comments should be made via the Chair (unless otherwise approved by the Board)
Promotion	Promote TBAV in the community as opportunities arise
Fundraising	Participate enthusiastically in any fundraising approved by the Board
Legal & Ethical	Avoid making any improper use of their position in TBAV so as to gain any material advantage for themselves, or for any other person, or to the detriment of TBAV
	Avoid making any improper use of any information acquired by virtue of their position in TBAV so as to gain any material advantage for themselves, or for any other person, or to the detriment of TBAV
	If they have any direct or indirect material personal interest in any contract with TBAV, inform the Board immediately
	If they have any direct or indirect material personal interest in any contract with TBAV, not vote in the Board on that issue
	If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure
	At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus