

Board Charter



Reports to:
Member
Clubs



**Meeting
Attendance:**
Monthly or as
scheduled



**Length of
Term:**
2 years or 1
Year



Introduction

- ✓ This Board Committee Charter sets out the role and responsibilities of the Board.
- ✓ The rules that the Board are governed by are the Constitution & Bylaws of the Club, a copy of which is located at <https://www.swga.com.au/general/resources/>
- ✓ The conduct of the Board and its members is governed by the Board / Sub-Committee Code of Conduct and their individual position descriptions.
- ✓ Board members need to declare any interest and any business or other relationship which could, or could reasonably be perceived to, materially interfere with the Board Members ability to act in the best interests of the district.

Purpose & Responsibilities of the Board

The Boards primary goal is to guide the district and ensure it is given every opportunity to thrive into the future.

Generally, responsibilities can be broken into three main categories;

STRATEGIC DIRECTION: Guide the district to perform to its best potential

- ✓ Approve Vision/mission or leadership statement and ensure it is embedded into the district's operations and review regularly
- ✓ Approve Strategic Plan and review regularly
- ✓ Regularly communicate to member clubs any strategic updates

GOVERNANCE: How we decide the way things are done

- ✓ Constitution, Bylaws, Structures
 - Regularly review constitution and bylaws
 - Annual review of Board & subcommittee charters
 - Annual review of key position descriptions
 - Continually review district structure(s) to ensure it supports current and future needs
- ✓ Accountability
 - Periodically or as required report outcomes to stakeholders (e.g., Provide annual report to members)
 - Represent best interest of the district & its members
 - Keep members & stakeholders informed
 - Drive a strong and positive culture
 - Promote the vision/mission or leadership statement
 - Speak with one voice regarding Board decisions

RISK MANAGEMENT: Protect the District

- ✓ Be responsible for reviewing and approving the budget. In its oversight function, the board should examine the budget to ensure that the projected expenses and income are comprehensive and realistic, based on the organization's prior financial performance and general economic conditions.
- ✓ Understand and comply with government (local, state, federal) regulations that govern the club
- ✓ Protect the club, its members, and assets with adequate insurance coverage
- ✓ Ensure all audits requirements are met
- ✓ Undertake annual Board succession planning
- ✓ Ensure up-to-date and effective risk profile management strategy is in place
- ✓ Monitor critical risks



Board Culture

The Board actively seeks to have an 'engaging culture' which is characterised by candour, a willingness to challenge, and forward thinking,

- ✓ **Agendas**
 - The agendas of the Board limit presentation time and maximise discussion time.
 - There are lots of opportunities for informal interactions among Board members.
- ✓ **Norms – Committee Members:**
 - Are honest yet constructive.
 - Are ready to ask questions and willing to challenge leadership.
 - Actively seek out other Board Members' views and contributions.
 - Spend appropriate time on important issues.
- ✓ **Values**
 - The Board serves the district by actively participating in governance.
 - The Board is responsible to various stakeholders both within and outside of the district.
 - The Board is responsible for maintaining the districts stature in the golf industry.
 - Board members respect each other and create a safe space when interacting.

Board Induction

- ✓ New Board members will receive an induction to ensure a clear understanding of committee operations, roles, and responsibilities.
- ✓ It is recommended that new Board members undertake the Sport Australia Online Governance Training Module.

Review of Charter

- ✓ The Board will conduct an annual review of this Charter to ensure they remain consistent with the district's strategy, objectives, and responsibilities.