Governance Seminar – Running Sheet

Overview

This Seminar was delivered to prospective committee members of the Association to provide an overview of governance responsibilities, committee roles, and the expectations associated with serving on a management committee. The Seminar was held following recent committee resignations which resulted in the Association operating below its required governance structure.

The purpose of the Seminar was to ensure nominees and members understood their legal and governance obligations, the role of the committee, and the importance of effective decision-making processes before the upcoming Special General Meeting.

Governance Framework

The Seminar commenced with an overview of the governance framework that guides the Association's operations.

Members were advised that all committee decisions and actions must align with a hierarchy of governing documents and obligations, including:

- Relevant legislation governing incorporated associations;
- The Association Constitution;
- Association policies and procedures;
- Committee resolutions and approved practices.

It was emphasised that committee members have a responsibility to act in the best interests of the Association at all times, rather than in the interests of individual members, teams, or personal relationships.

Discussion focused on the importance of good governance principles, including accountability, transparency, procedural fairness, confidentiality, and collective decision-making.

Role of the Committee

The Seminar outlined the purpose of the management committee and the collective responsibilities of committee members.

Key responsibilities discussed included:

- Providing strategic direction for the Association;
- Ensuring compliance with legal and constitutional obligations;
- Managing finances responsibly;
- Supporting members and competition operations;
- Addressing disputes and complaints appropriately;
- Making decisions that support the long-term sustainability of the Association.

Participants were reminded that committee decisions are made collectively. Once a decision is reached through an approved process, committee members are expected to support that decision publicly, regardless of individual viewpoints expressed during discussion.

Executive Positions and Responsibilities

A detailed overview was provided of the various executive positions and their responsibilities.

President

The President is responsible for:

- Providing leadership to the Association;
- Chairing meetings;
- Ensuring governance requirements are met;
- Supporting committee members in fulfilling their roles;
- Representing the Association where required.

Vice President

The Vice President supports the President and assumes leadership responsibilities when the President is unavailable.

The role also assists with governance oversight and operational matters as required by the committee.

Secretary

The Secretary plays a critical governance role and is responsible for:

- Maintaining Association records;
- Preparing agendas and meeting notices;
- Recording and maintaining minutes;
- Managing official correspondence;
- Supporting compliance with constitutional requirements.

The importance of maintaining accurate records and documentation was highlighted throughout the discussion.

Treasurer

The Treasurer is responsible for:

- Financial oversight;
- Maintaining financial records;
- Reporting on the Association's financial position;
- Assisting with budgeting and financial planning;
- Ensuring appropriate financial controls are maintained.

Financial governance was identified as one of the committee's most important responsibilities.

Assistant Positions and Ordinary Committee Members

The Seminar also discussed assistant and ordinary committee positions, noting that these roles provide valuable opportunities for members to contribute to governance while gaining experience and knowledge of committee operations.

Committee Meetings and Decision-Making

A significant portion of the Seminar focused on meeting procedures and governance requirements.

Topics discussed included:

- Quorum requirements for committee meetings;
- Meeting preparation and attendance expectations;
- The use of online meeting platforms where required;
- The importance of accurate meeting minutes;
- Decision-making processes;
- Voting procedures.

Participants were advised that committee meeting discussions and minutes are confidential and should not be shared outside the committee unless authorised.

The distinction between committee meetings and general meetings was also discussed, with clarification provided regarding what information is communicated to members.

Confidentiality and Professional Conduct

Confidentiality was identified as a critical responsibility of committee members.

The Seminar highlighted the importance of:

- Protecting sensitive information;
- Respecting privacy obligations;
- Maintaining trust within the committee;
- Avoiding the unauthorised release of information.

Participants were reminded that committee discussions often involve sensitive matters and that governance effectiveness can be undermined when confidential information is shared publicly.

Professional conduct expectations were also discussed, including respectful communication, appropriate behaviour, and maintaining a positive organisational culture.

Conflict of Interest

The Seminar included a discussion on conflicts of interest and how they should be managed.

Participants were advised that a conflict of interest may arise where:

- Personal relationships influence decision-making;
- Financial interests exist;
- A committee member may receive a direct or indirect benefit from a decision;
- Personal interests conflict with the interests of the Association.

The process for declaring and managing conflicts of interest was outlined, including the requirement for transparency and appropriate documentation.

Dispute Resolution and Procedural Fairness

The Seminar reviewed the Association's dispute resolution processes and the importance of procedural fairness.

Key principles discussed included:

- Following approved policies and procedures;
- Ensuring members are treated consistently;
- Providing fair opportunities for members to respond to concerns;
- Making decisions based on evidence and established processes.

The importance of resolving issues through formal governance channels rather than informal discussions or public commentary was emphasised.

Participants were encouraged to utilise established procedures whenever concerns arise.

Social Media and Communication

The management of social media and public communications formed an important part of the discussion.

The Seminar highlighted the need for:

- Professional online conduct;
- Consistent messaging;
- Appropriate authorisation before public communication;
- Protection of confidential committee information.

It was discussed that official Association communications should be managed through approved channels and that committee members should exercise caution when discussing Association matters on social media platforms.

The importance of maintaining public confidence in the Association through professional communication practices was reinforced.

Future Governance and Operational Considerations

The Seminar concluded with a discussion regarding future governance and operational matters.

Topics included:

- The upcoming close of nominations;
- The Special General Meeting process;
- The formation of the new committee;
- The expectation that incoming committee members familiarise themselves with governance documents;
- Potential future reviews of competition procedures and operational policies.

Participants were encouraged to read and understand the Association's Constitution, policies, and procedures prior to assuming any committee responsibilities.

Key Takeaways

The Seminar reinforced several key governance principles:

- Committee members must act in the best interests of the Association.
- Governance decisions should be guided by legislation, the Constitution, and approved policies.
- Confidentiality is essential to effective governance.
- Committee decisions are collective decisions.
- Conflicts of interest must be declared and managed appropriately.
- Professional communication and social media conduct are critical.
- Good governance supports a stronger, more sustainable Association.

The Seminar provided prospective committee members with a foundational understanding of their responsibilities and the expectations associated with serving in a governance role, helping to prepare nominees for the upcoming Special General Meeting and future committee service.