

AVON ROWING CLUB Incorporated

(Established 1881)
PO Box 13115, City East
Christchurch 8141



GOVERNANCE POLICY

Purpose

Avon Rowing Club Board provides effective governance to the organisation. This includes direction, leadership, and accountability for funds. The Manager is responsible for the day-to-day operation of the club and is accountable to the Board's Management subcommittee.

All officers have a duty to:

- Act in good faith and in the club's best interests
- Take reasonable care in exercising their duties.

Core functions

- Maintain a strategic plan which is updated at least once in every Olympic Games four-year-cycle
- Set and monitor Avon Rowing Club's mission, purpose, direction, priorities and strategies
- Regularly scan the environment in which the club operates to make sure what we are trying to achieve remains relevant and achievable
- Specify key outcomes and make sure there are adequate resources (people and finance) to achieve them
- Ensure financial sustainability of the club
- Make sure the Board complies with all legal requirements, including health and safety, and with the Board's own policies
- Be accountable to the club's funders
- Risk management
- Report to stakeholders annually
- Set standards for and evaluate its governance performance
- Maintain a Board succession plan
- Appoint and support the Manager

Board composition

The Board consists of seven (7) Executive officers whose collective experience encompasses leadership in governance, business strategy and operations, sports administration and wider community relations.

Roles

President

Immediate Past-President

Treasurer

Secretary

Three Executive officers

Board meetings

The Board meets in February, April, June, August, October and December. Meeting dates for the following year are decided at the December meeting.

Members can attend Board meetings in person or electronically.

The quorum for meetings is four (4) Board members.

Decisions are made by majority vote.

Board committees

The Board can establish committees to help carry out its functions. Terms of reference are provided by the Board and each committee must have at least one Board member.

Committees report to the Board as requested.

Role descriptions

President

Responsibilities

- Lead strategic planning
- Make sure all risks to the club are managed
- Make sure the club's resources are being well and appropriately used
- Represent Avon Rowing Club at local, regional, and national levels

Tasks

- Conduct efficient, effective Board meetings
- Make sure meeting decisions are accurately recorded
- Establish committees for specific tasks and define their terms of references
- Attend sub-committee meetings where appropriate

Treasurer

Responsibilities

- Oversee financial administration of the club
- Make sure finances are clearly accounted for and all reporting requirements are met

Tasks

- Make sure the club's finances are managed appropriately
- Make recommendations to the Board about income and expenditure, investments and debts
- Provide financial reports for each Board meeting and provide explanations where required
- Make sure the annual audit process is undertaken in a timely fashion according to legal requirements
- Draft the annual budget in consultation with the Manager and other Board members
- Make sure sufficient funds are available at all times to support the club's liabilities

Secretary

Responsibilities

- Carry out administrative tasks related to Board activities

Tasks

- Organise the General Meeting before 31 August each year

Date approved: 7 December 2020

Review date: April 2022