

University & Teachers Smithfield Rugby Union Football Club Inc.

Policy Number 1: GOVERNANCE

Version 1.

Update: 5 February 2018

Committee Approval: 7 February 2018

1.0 Definition of Governance:

1.1.1 Governance is the means whereby an entity keeps "on track" to meet its obligations to Members and the Law, the purpose for which it exists, and values and culture.

1.1.2 Governance involves

- overseeing the construction and implementation of an organisational structure,
- ensuring documentation, and its accuracy,
- monitoring adherence to policy, procedures, processes, behavioural standards, and the rules by which the entity functions
- updating regularly all of the above
- maintaining knowledge of and monitoring compliance with, State and Commonwealth Laws that affect the Club, and the code of Rugby Union.
- reviewing year on year strategic direction, how well risk is being managed, Club culture and morale, and succession plan implementation.
- Promoting continuous improvement in the effectiveness of the Management Committee.

2.0 Why is Governance necessary?

2.1.1 Good Governance is necessary in order to be considered by Funding bodies for large Grants.

2.1.2 Good Governance will engender trust, accountability, and compliance with the Law thereby protecting the Management Committee Members against accusation and legal action, whilst promoting fiducial and financial responsibility.

2.1.3 Good Governance will assist in developing the organisation's reputation and influence, and on-field success. All of those translate into improved ability to attract more sponsorship.

2.1.4 Good governance will "manage" relationships, facilitate "doing better", and will balance "power and control" so that ownership resides with, and reflects the desires and aspirations of, the majority of Club Members.

2.1.5 Good Governance will facilitate the growth of the Club by striving to improve the ability of its Management Committee, and through its development and adherence to culture, both of which are reflections of the values, strategic direction, risk management, and financial performance of the Club.

3.0 What is the difference between Governing and Managing?

3.1 Whereas Governing is overseeing, monitoring, setting frameworks, questioning existing "group think", ensuring systems of checks and balances of power and control, ensuring risk management (especially financial management and management of financial

processes e.g. paper trail), and ensuring compliance with the Law, *Managing refers to the execution of* policies, procedures, and processes necessary for the day to day running of the organisation and the long term sustainability and fulfillment of the entity's purpose.

4.0 What are the main characteristics of Good Governance?

4.1 Accountability:

The committee has an obligation to report, explain and be answerable for the consequences of decisions it has made on behalf of the community/club it represents in the best interests of the club.

4.2 Transparency:

People should be able to follow and understand the decision-making process. This means that they will be able to clearly see how and why a decision was made – what information, advice and consultation the committee considered, and which legislative requirements (when relevant) the committee followed.

4.3 Effectiveness and Efficiency:

The committee should implement decisions and follow processes that make the best use of the available people, resources and time to ensure the best possible results for our club.

4.4 Characteristic Ideals

4.4.1 Participation:

Anyone affected by or interested in a decision should have the opportunity to contribute to and if needed participate in the process for making that decision. This can happen in several ways – club members may be provided with information, asked for their opinion, given the opportunity to make recommendations, through surveys be part of the actual decision-making process, or invited to Management Committee meetings as observers. A good way to engage Members is for the President to make available a Member's Report on Management Committee meetings, discussions, and decisions.

4.4.2 Equitability and Inclusiveness.

The club's wellbeing results from all of its members feeling their interests have been considered by the committee in the decision-making process. This means that all groups, particularly the most vulnerable, should have opportunities to participate in the process and be represented.

4.4.3 Responsiveness:

Members and Stakeholders should be informed of their correct channel of communication with the Committee. The Committee should be seen to give a timely and appropriate response.

Resource: Goodgovernance.org.au