



Lacrosse WA Board Charter

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Version: 1

Controlling Body: Lacrosse WA



Lacrosse WA Board Charter

Version	Date reviewed	Date endorsed	Purpose	Author
Draft A	10/08/16		Initial creation	Executive Officer
1	12/08/16	22/08/16	Issued for Use	Executive Officer



PURPOSE OF THE CHARTER

- 1.1. The Board Charter sets out the role, composition and responsibilities of the Board of Directors (the Board) of Lacrosse WA
- 1.2. The conduct of the Board is also governed by the Constitution of Lacrosse WA Incorporated, a copy of which is located at lacrossewa.com.au

A number of operational matters relating to the Board such as number of meetings per year, notification of interests, and election of directors are governed by the Constitution and are not reproduced here.

PURPOSE OF THE BOARD

- 2.1. The Board has two broad purposes, compliance and performance:

COMPLIANCE: conform with or exceed all legal requirements

Legal

- monitor constitution
- comply with directors' responsibilities
- comply with laws
- monitor insurance requirements

Accountability

- monitor financials
- compliance audits

PERFORMANCE: assist the organisation to perform to its best potential

Strategy and policy

- approve vision/mission and ensure it is embedded into the organisations operations
- develop and approve state-wide strategic plan
- develop policies and monitor regularly

Accountability

- overall performance of the organisation
- board evaluation, succession planning
- report outcomes to stakeholders
- engage and manage EO

Public Relations

- represent and participate
- keep stakeholders informed
- project a strong and positive image
- promote the vision
- facilitate cohesion
- protect the interests of stakeholders
- speak with one voice regarding Board decisions



Risk management

- Develop up-to-date and effective risk profile and management strategy.
 - Monitor critical risks.
- 2.2. The Board, while meeting its responsibilities, is mindful of mission and the objects of Lacrosse WA Incorporated as embodied in its Constitution.

ROLES AND RESPONSIBILITIES

- 3.1. The Board has delegated authority for the operations and administration of the organisation as per Constitution.
- 3.2. The functions of the Board are to:
- 3.2.1. Provide effective leadership and collaborate with the Executive Officer (EO) in:
 - articulating the organisation's values, vision, mission and strategies
 - developing state-wide strategic (direction) plans and ordering strategic priorities
 - maintaining open lines of communication and promulgating through the organisation and with external stakeholders the values, vision, mission and strategies
 - developing and maintaining an organisation structure to support the achievement of agreed strategic objectives
 - 3.2.2. Engage and monitor the performance of the EO against agreed performance indicators.
 - 3.2.3. Review and agree the action plans and annual budget proposed by the Board.
 - 3.2.4. Monitor the achievement of the state-wide strategic and business plans and annual budget outcomes.
 - 3.2.5. Establish committees, policies and procedures to facilitate the effective execution of the Board's roles and responsibilities.
 - 3.2.6. Ensure, through the Board committees and others as appropriate, compliance obligations and functions are effectively executed.
 - 3.2.7. Initiate a Board self-evaluation program and follow-up action to deal with issues arising and arrange for directors and EO to attend courses, seminars and participate in development programs as the Board judges appropriate.
 - 3.2.8. Ensure that all significant systems and procedures are in place for the organisation to run effectively, efficiently, and meet all legal and contractual requirements.
 - 3.2.9. Ensure that all significant risks are adequately considered and accounted for by the Board and EO.
 - 3.2.10. Ensure that organisation has appropriate corporate governance structures in place including standards of ethical behaviour and promoting a culture of corporate and social responsibility.



MEMBERSHIP AND TERM

- 4.1. The Constitution provides for a maximum of 10 directors and a minimum of 3 directors (so that a quorum can be formed to transact business at meetings).
- 4.2. The Board consists only of non-executive directors. That is, no member of the Board may be a member of the paid staff of the organisation.
- 4.3. Directors are free from any interest and any business or other relationship which could, or could reasonably be perceived to, materially interfere with the director's ability to act in the best interests of the organisation.
- 4.4. Membership of the Board shall be disclosed in the annual report including whether a director is independent or representative.
- 4.5. The Board has not adopted a tenure policy, each director must be re-elected by the membership as per the Constitution.

BOARD AND EXECUTIVE OFFICER RELATIONSHIP

- 5.1. The roles of the Board and Executive Officer are strictly separated.
 - 5.1.1. The EO is responsible for:
 - Undertaking the administrative tasks for the running of Board Meetings, including preparing agenda, minutes, reports from sub committees and reports from Board members.
 - Implement assigned tasks from the Strategic Plan.
 - Implement and update the Operations Plan.
 - Review both the Operations and Strategic Plans and report to the Board on Progress.
 - Prepare Annual Report.
 - Maintain Risk Register.
 - Prepare and manage employment contracts.
 - Supervise office staff.
 - Liaise with Club Presidents.
 - Attend subcommittee meetings and take minutes.
 - General office duties to meet the day to day needs of Lacrosse WA and the running of the office.
- 5.2. The Executive Officer is not a member of the Board.

BOARD CULTURE

- 6.1. The Board actively seeks to have an 'engaged culture' which is characterised by candour and a willingness to challenge.
 - 6.1.1. **Agendas**
 - 6.1.2. **Norma**
 - 6.1.3. **Beliefs**
 - 6.1.4. **Values**



REPORTING

- 7.1. Proceedings of all meetings are minuted.
- 7.2. Minutes of all Board meetings are circulated to directors and approved by the Board at the subsequent meeting.

REVIEW OF CHARTER

- 8.1. The Board will review this charter annually to ensure it remains consistent with the Board's objectives and responsibilities.

PUBLICATION OF THE CHARTER

- 8.2. Key features of the charter are to be outlined in the organisation Annual Report.
- 8.3. A copy of the charter is available at lacrossewa.com.au

Adopted by the board: *10 August 2016*

Reviewed and updated: *12 August 2016*

Scheduled review: *August 2017*