

Policy 1. Rowing WA – Administration Operational Procedures
Adopted Board meeting 17/8/11

Purpose:

The purpose of this document is to outline the procedures to be undertaken in the administration of the affairs of Rowing WA. It is intended to act as a guide, rather than a set in stone list of procedures, which nevertheless sets out the standard required by the Board in the operations of the association.

These procedures can be modified, amended or added to at any time by a simple resolution of the Board. At such time the amended document shall be circulated to all concerned for implementation in accordance with the time frame set by the Board.

Communications:

All officers and staff are charged with the responsibility of initiating their own communications (correspondence, reports, emails, phone calls, etc) as deemed relevant to their roles and responsibilities without reference to any higher authority unless such communication is contrary to or without support from any existing policy or decision of the Board or not in accordance with the goals of the strategic plan. In such case, reference will always be made through the normal chain of command to seek guidance before acting.

It is policy that staff will maintain regular communications with the Board, initially through their respective Director, where a line of authority exists, and secondarily through monthly reports on their activities to the Board.

It is policy that board members will maintain regular communication with staff and each other on their own activities, at least by the submission of a written report to accompany the agenda for Board meetings. Written reports can take one of the following formats-

- a standard written account to be circulated as an attachment to the agenda;
- a statement given to the Executive Officer for inclusion in the body of the agenda;
- an email account of recent activities, circulated to all board members at least 48 hours prior to the Board; or,
- a written account of recent activities tabled at the meeting.

Note that these reports will be filed with the minutes of the meeting at which they are presented.

Records:

Written: All written records shall be kept in files at the RWA office, filed in subject order as may be deemed appropriate by the executive officer. Back files may be maintained where the keeping of long term records or overloading of current records deems this necessary.

Minutes: Regardless of the above, it is policy that only minutes, annual reports and documents deemed to be of an 'historical' nature shall be kept beyond seven (7) years. This is the responsibility of the executive officer.

Electronic: Electronic (emails) records shall be maintained on the main office computer in accordance with the 'subject title' nature of hard copy files. It is not expected that emails of a general conversational nature shall be kept beyond one month.

Where there is an exchange of electronic communications between officers and clubs, officers shall include the Executive Officer on copy list for recording purposes.

An electronic communication exchange between officers shall be copied to the Executive Officer for recording only where such communication is in the context of a report for consideration or a recommendation for action beyond current policy or previously agreed direction.

Otherwise, electronic communications of a general conversational nature or context shall not have any requirement for recording or filing beyond the persons to who it is between.

Financial: Financial records shall be kept secure for at least as long as relevant legislation requires.

Disposal: When being disposed of, all hard copy records shall be shredded or burnt.

Finance:

Refer to a separate policy on Accounts and Finance.

Meetings – conduct, notice, agenda, minutes of:

Meetings of the Board and General meetings of RWA shall all be held in the strictest accordance with the requirements and procedures as laid down in the Constitution which sets out time frames for both notice and agenda.

Notice of Meetings: General

The Constitution requires that a minimum 28 days notice be given to each Club and Officer at their registered address, as per Articles 6.3 and Article 9.1 (c).

Board

Under normal circumstances it shall not be necessary to circulate a notice of meeting for Board meetings as all board members should be aware of the calendar of meetings as adopted each year. It is therefore the responsibility of each board member to be duly aware of the dates of such meetings and ensure their attendance, without further notice.

Agendas for Meetings: General

The Constitution requires that the agenda for a General Meeting shall be circulated not less than 14 days prior to the meeting.

It is policy that the agenda for General Meetings shall be sent to all Life Members as well as to Officers and Clubs as required by Article 9.1 (b)

Board

Under normal circumstances the agenda for Board meetings shall be prepared by the Executive Officer in consultation with the President and circulated to all board members not less than 5 days before the meeting.

No item shall be included on an agenda for decision without the necessary supporting information accompanying the agenda.

All matters that are the province of a Board Committee shall be first dealt with and recommendations forthcoming from the Committee before the Board shall consider such matter.

Minutes of Meetings:

It is policy that minutes of General and Board meetings shall be prepared and circulated no later than 10 days following the respective meeting.

General

Minutes shall be circulated to all Clubs, Officers, Committee Members and Life Members.

Board

Minutes shall be circulated to all Clubs and Officers.

Minutes – filing:

A hard copy file shall be kept of minutes of all meetings of RWA, regardless of whether General, Board, Committee or other group. Minutes of all committees and groups below and responsible to the Board shall be filed with the minutes of the Board meeting at which they are presented.

Agendas for Board meetings shall be filed attached to the minutes of the meetings to which they refer as supporting documentation to decisions made and recorded.

Time Frames:

The following time frames as set down by the Constitution shall be strictly adhered to at all times.

Affiliation / Re-Affiliation, Article 6.2 refers

- Affiliation fee shall be set annually by the Board prior to October 31 in each year.
- Affiliation / re-affiliation forms shall be sent to each Club no later than November 30.
- In order to vote at the AGM, Clubs must have paid the fee prior to the start of the meeting.
- Where the fee has not been paid by March 31 and no request for extension has been sought, the Club and its members shall be ineligible to participate in rowing events until such time as the fee has been paid or request for extension granted.
- Where the fee has not been paid by June 30 then the Club shall be diss-affiliated.

Term of Office, Article 8.3 (c) refers

Board members shall hold office for 2 years before requiring re-election.

Elected in odd number years – President; Directors Club Development, High Performance, Regattas.

Elected in even number years – Directors Finance, Marketing, Facilities.

All other Officers, including appointed members of the Board, shall hold office for one year and shall be eligible for re-appointment at the discretion of the Board.

Nominations, Article 8.4 (a) refers

Call for nominations – not less than 6 weeks prior to the AGM

Close of nominations – not later than 21 days prior to the AGM

Advice of nominations received – not less than 14 days prior to the AGM

Notice of General Meetings, Article 9.1 refers

Circulation of notice – not less than 28 days prior to the meeting

Receipt of notices of motion – not less than 21 days prior to the meeting

Circulation of agenda – not less than 14 days prior to the meeting

Ends.