



# CALISTHENICS VICTORIA

## **Calisthenics Victoria Incorporated (CVI) Board Office Bearer Policy & Procedures**

## Version Control, Change History and Distribution

### Version Control

Document Name:	Board Office Bearer Policy & Procedure
Prepared by:	GGWP
Endorsed by:	CVI Board
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### Change History

Amendment Date	Version No.	Page No(s) replaced	Description of change

Distribution: All membership via soft copy and downloadable from CVI Website Policy Bank

### **Introduction**

A Board operates more effectively if the members and office-bearers of the Board know their respective duties and obligations.

The Board's primary role is one of trusteeship on behalf of its members and stakeholders, ensuring that CVI remains viable and effective in the present and for the future.

### **Purpose**

This policy seeks to ensure that members and office-bearers of the Board know their respective duties and obligations.

### **Policy**

Members and Office-bearers of the Board shall have the duties and obligations set out in Appendices A, B, C, D and E, below.

### **Responsibilities**

The Executive Officer (EO) shall be responsible for including this policy in the induction package provided to new Board members.

The Secretary of the Board shall be responsible for ensuring that a copy of this policy is available for reference in Board meetings.

The Board Chair shall be responsible for making a ruling on any point in dispute in this policy.

### **Procedures**

This policy shall be included in the induction package provided to new Board members.

A copy of this policy shall be available for reference in Board meetings.

Any point in dispute in this policy shall be resolved by the Chair.

### **Related Documents**

- CVI Board Charter
- CVI Board Induction Policy

**APPENDIX A**

**Position Statement: CVI President/ Board Chair**

<b>Governance</b>	Provide leadership to the organisation
	Ensure (in partnership with the Board) that the CVI’s objectives, goals and mission are being followed
	Work with the EO to ensure (in partnership with the Board) that the organisation develops in the appropriate direction
	Work with the EO to ensure (in partnership with the Board) that CVI operates in an ethically, environmentally, and socially responsible fashion
<b>Planning</b>	Oversee (in partnership with the Board) the production of a Strategic Plan for CVI
	Oversee (in partnership with the Board) the regular review and development of the CVI Strategic Plan
<b>Meetings</b>	Ensure that appropriate standing orders are in place (see Schedule C of the CVI By Laws)
	With the Secretary and the EO, oversee preparation of the agenda in advance of meetings
	Chair Board meetings according to Standing Orders (see Schedule C of the CVI By Laws)
	Rule on issues of meetings procedure not covered in the Standing Orders (see Schedule C of the CVI By Laws)
	Report to the Annual General Meeting on the situation of the organisation
	Chair General Meetings according to Standing Orders (see Schedule C of the CVI By Laws)
<b>Administrative &amp; Management</b>	The CVI President is an Ex-Officio member of all CVI Sub-Committees
	Oversee the recruitment of the EO
	Oversee the annual performance review of the EO
	Oversee the succession of the EO
	Oversee the management of the business of the Board
	Oversee the management of the recruitment, induction, and training of Board members (in partnership with the Board)
	Oversee the management (in partnership with the Board) of the assessment, review and renewal of the Board
	Ensure the harmony of Board deliberations
	Manage (in partnership with the Board) the succession of the position of Chair
	Serve as liaison with the EO and, through them, to the staff
	In consultation with the EO, report to the Board on staff management issues
	In consultation with the EO, draw up EO succession policy

**APPENDIX A - Continued**

<b>Media</b>	Under the organisation’s Media Policy, serve as spokesperson for the organisation as appropriate
<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Negotiation</b>	Work with the EO in negotiation with other organisations; report to the Board
<b>Finance</b>	With the Director of Finance, oversee the EO to ensure that the organisation’s financial control procedures are adequate and that risk management strategies are in place
<b>Legal &amp; Ethical</b>	Ensure that all legal requirements are met
	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately
	If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board on that issue
	If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board’s rulings as to proper procedure
	At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus
<b>Other duties</b>	As for Board members (Appendix E - below)

**APPENDIX B**

**Position Statement: CVI Director of Finance**

<b>Governance</b>	Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation
	Advise the Board on matters of finance
	Oversee the production of appropriate fully documented financial policies and procedures
<b>Planning</b>	With the EO, oversee (in partnership with the Board) the production of a Business Plan for the organisation
	With the EO, oversee (in partnership with the Board) the regular review and development of the Business Plan
<b>Meetings</b>	Report to the Board at each meeting on the financial situation of the organisation
	Report to the Board at each meeting on variances from the approved budget
	With the Secretary and EO, place any necessary financial items on the Board agenda in advance of the meeting
	Report to the Annual General Meeting on the financial situation of the organisation
<b>Administrative &amp; Management</b>	Chair the CVI Finance, Audit and Risk Committee
	Serve on Board committees as required
	Liaise with Board committee chairs on financial issues and report to the Board where appropriate
	Oversee the organisation’s bookkeeping
	With the Chair, oversee the EO in ensuring that the organisation’s financial records are adequate, protected, backed up, and accessible
	Oversee the organisation’s banking
	Oversee the maintenance of the organisation’s asset register
<b>Finance</b>	Oversee the EO to ensure that the organisation’s financial control procedures are adequate and that appropriate safeguards against fraud are in place
	Oversee the EO to ensure that risk management strategies (including appropriate insurances) are in place
	Oversee the collection and reception of all money due to the organisation and the making of all payments authorised by the organisation
	With the EO, oversee the organisation’s investment strategy and report to the Board
	With the EO, prepare the Budget for the coming year
	Oversee the review of income and expenditure against the budget on a continuous basis

**APPENDIX B - Continued**

<b>Legal &amp; Ethical</b>	With the EO, ensure the organisation’s compliance with all applicable tax and other statutory requirements
	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately
	If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Board on that issue
	If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board’s rulings as to proper procedure
	At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus
<b>Other duties</b>	As for Board members (Appendix E - below)

**APPENDIX C**

**Position Statement: CVI Board Secretary**

<b>Governance</b>	Ensure the preparation and adoption of appropriate Board policies
<b>Planning</b>	Oversee (in partnership with the Board) the production of a Marketing Plan for the organisation
	Oversee (in partnership with the Board) the regular review and development of the Marketing Plan
	Ensure that appropriate standing orders are in place
<b>Meetings</b>	With the Chair and EO, prepare the agenda in advance of each Board meeting
	Oversee the distribution of meeting papers before the meeting
	Oversee the taking of minutes at each Board meeting and ensure circulation to Board members
	Oversee the taking of minutes at each General Meeting and ensure circulation to members of the organisation
<b>Administrative &amp; Management</b>	Serve on Board committees as required
	Oversee the maintenance of a register of members
	Oversee the procedures for the admission of new members
	Oversee the procedures for the resignation of members
	Oversee the procedures for the discipline, suspension and expulsion of members
	Oversee the organisation of General Meetings
	Oversee nominations for positions on the Board
	Keep under their control all books, documents and securities, and make them available to members as requested
	Ensure that the appropriate personnel policies and procedures are in place for the EO and other staff
Oversee the management of CVI's grievance procedures	
<b>Media</b>	Ensure preparation and adoption of a Media policy
<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Negotiation</b>	Serve (as nominated by the Board) in negotiation with other organisations



**APPENDIX C - Continued**

<b>Legal</b>	Ensure the security of the Common Seal of CVI
	Ensure legal compliance of CVI: <ul style="list-style-type: none"> <li>a) With company law requirements</li> <li>b) With the Constitution</li> <li>c) With the Associations Incorporation Reform Act 2012</li> </ul>
	Oversee staff to ensure that: <p>the modes of performance of all legal requirements are featured in the procedures manual</p> <p>the performance of all legal requirements is reported to the Board</p> <p>the performance of all legal requirements is fully documented</p>
	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately
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	If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board’s rulings as to proper procedure
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<b>Other duties</b>	As for Board members (Appendix E - below)

**APPENDIX D**

**Position Statement: CVI Director of Competitions**

<b>Governance</b>	Ensure that the Board is fully briefed on all matters relating to Competition administration in Victoria
	Ensure Competition development is in accordance with the CVI Strategic Plan
	Ensure Competitions operate in accordance within Statutory requirements
<b>Planning</b>	Oversee the development of all Competition Schedules and ensure that Competition Schedules are available in a timely manner
	Assist in the development of the Strategic Plan pertaining to Competitions
	In conjunction with the EO, develop business cases for new initiatives
<b>Meetings</b>	Report to the Board on behalf of all the Committees reporting to the Director of Competitions
	Report to the Board at each meeting on all matters related to competitions
	With the Secretary and EO, place any necessary Competition items on the Board agenda in advance of the meeting
	Report to the Annual General Meeting on Competitions and related matters
<b>Administration &amp; Management</b>	Chair the: <ul style="list-style-type: none"> <li>• CVI Competition Committee</li> <li>• CVI Team Competition Committee</li> <li>• CVI Solo Competitions Committee</li> <li>• CVI Rules Review Committee</li> </ul>
	Oversee the: <ul style="list-style-type: none"> <li>• CVI State Championship Committee</li> <li>• CVI State Team Committee</li> <li>• CVI Grading Committee</li> </ul>
	Ensure all CVI Committees obtains CVI Board approval where necessary
	Maintain and develop the Victorian Rules for competitions and maintain ACF National Rules
	Approve special requests and considerations which are outside the National and/or Victorian Rules
	Ensure all Stakeholders are advised of the ACF and Victorian Rules and any amendments thereto
	With the Director of Finance and Manager of the State Championships Committee review the State Championship Budget for the coming year
	Communicate with Royal South Street, ACF and Other States on all matters referring to Competition Management

**APPENDIX D – Continued**

<b>Legal &amp; Ethical</b>	With the EO, ensure the organisation’s compliance with all applicable statutory requirements
	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organization
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately
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	If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board’s rulings as to proper procedure
	At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus
<b>Other duties</b>	As for Board members (Appendix E - below)

**APPENDIX E**

**Position Statement: CVI General Board Member**

<b>General</b>	Determine, in partnership with the Board, CVI’s strategic direction, core values and ethical framework
	On being elected to the Board, undertake induction and training procedures as provided by the Board
<b>Governance</b>	Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation only
	Comply with the rules, policies, and standing orders of the organisation
<b>Planning</b>	Review and approve the organisation’s Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc.)
<b>Meetings</b>	Be appropriately prepared for and commit to attending board meetings (as per the CVI Board Meeting schedule). In addition Board Members are expected to attend the AGM and relevant sub-committee meetings
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
<b>Administrative &amp; Management</b>	Approach employees of the organisation (paid or unpaid) only through the Executive Officer
	Serve on Board committees as required
	Review and approve the organisation’s systems for financial control and risk management
<b>Media</b>	Make comments to the media only as provided in the CVI’s Media Policy
<b>Promotion</b>	Promote the organisation in the community as opportunities arise
<b>Fundraising</b>	Participate enthusiastically in any fundraising approved by the Board
<b>Legal &amp; Ethical</b>	Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
	Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
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