



Athletics Wellington Governance Policy



The following policy is to give guidance and to ensure the Board follows best practice and in the best interest of our sport's members and stakeholders.

The board will follow this policy which supplements and should be read in conjunction with the constitution.

Effective Meetings

- 1) An agenda shall be provided to all board members at least two working days before the meeting.
- 2) Minutes shall be kept at each meeting and made available to each board member as soon as possible after the meeting. A copy of the full minutes will be kept in the Athletics Wellington Board Pro drive and backed up with General Manager (soft and hard copies).
- 3) Reports to be considered at the meeting should be included in the Board Pack.
- 4) All Board members should ensure all board reports are read prior to the board meeting so a worthwhile and informed discussion can be held at the meeting.
- 5) All Board members will participate in meetings in a constructive manner, which is directed to the agenda circulated prior to the meeting.
- 6) Conflicts of interest must be declared and minuted at beginning of each meeting - this will be a standard agenda item at all meetings.

Composition of Board

- 7) As per Athletics Wellington Constitution Clause 12.
- 8) Where possible to ensure continuity, Board Member terms will be staggered with the 4-persons elected and 3 persons appointed.

Conduct and Confidentiality

- 9) The Board speaks with one voice and individual board members must not act independently of the board's decision.
- 10) At times, individual board members may be given delegated authority to act or speak on behalf of the board. These delegations should be minuted.
- 11) Board members must maintain the confidentiality and trust vested in them.
- 12) Board members must ensure strict confidentiality of papers and information related to the Board's position as employer.
- 13) Any disagreements with the Board's stance on matters relating to their employer position must be resolved at a Board level in the first instance.

Chair

- 14) The Chairperson position will become vacant annually and be voted on in the first meeting after the Athletics Wellington Annual General Meeting.



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- 15) The Chair is responsible for representing the Board to Members and the media. The Chair is the only Director with the authority to speak to the media on Athletics Wellington matters unless the Chair has specifically delegated that authority to the General Manager or another Director on a particular issue or matter.
- 16) The Chair is responsible for maintaining a regular dialogue with the General Manager over all operational matters and will consult with the remainder of the Board promptly over any matter that gives him or her cause for major concern.
- 17) The Chair will act as facilitator at meetings of the Board to ensure no Director dominates discussion, that appropriate discussion takes place and that relevant opinion among Directors is forthcoming.
- 18) The Chair will ensure that discussions result in logical, understandable actions and outcomes.
- 19) Each year the Board will appoint from among the Directors a Deputy Chair

President

- 20) The President is responsible for carrying out ceremonial duties and to ensure that the board keep the sport at the front of mind in all decision making.
- 21) The President will chair the Annual General Meeting.

Role of a Board Member

- 22) It is expected that board members spend an average of six to ten hours a month on board matters including preparing for and attending a board meeting.
- 23) From time to time they are expected to attend meets or events to represent the board.
- 24) Board members responsibilities include:
 - a. A broad understanding of the work and policy Athletics NZ and Athletics Wellington including the different events and programs.
 - b. Contributing to the development of policies and strategic plans.
 - c. Preparing for meetings by reviewing the agenda and supporting documentation.
 - d. Understanding Athletics Wellington financial affairs and ensuring legal and financial responsibilities are met.
 - e. Approving audit reports, budgets, and business decisions.
 - f. Regularly attending board meetings and participating actively and conscientiously.
 - g. Keeping up with issues and trends that affect Athletics Wellington and its stakeholders.