



## Triathlon Western Australia

### BOARD'S GOVERNANCE PROCEDURES POLICY

*This policy sets out how the Board will go about its purpose on behalf of the Members of Triathlon WA.*

#### **Policy**

*The purpose of the Board, on behalf of its Members, is to ensure that Triathlon WA:*

- a) achieves appropriate results for its Members at an appropriate cost, and;*
- b) conducts itself in an appropriate manner and avoids unacceptable actions and situations.*

To do this:

- 1. The Board will govern with an emphasis on:*
  - a) outward vision rather than an internal preoccupation;*
  - b) encouragement of diversity in viewpoint;*
  - c) strategic leadership more than administrative detail;*
  - d) clear distinction of Board and Executive Officer role;*
  - e) collective rather than individual decision;*
  - f) future rather than past or present; and,*
  - g) proactivity rather than reactivity.*

Accordingly, the Board will:

- 1.1 Deliberate in many voices, but govern in one.
- 1.2 Cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will be an initiator of policy, rather than just reacting to staff initiatives. The Board will use the expertise of individual Members to enhance the ability of the Board as a body.
- 1.3 Direct, control and inspire the organisation through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term impacts on Triathlon WA, not on the operational means of attaining those effects.
- 1.4 Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuity of governance capability. Continual Board development will include orientation of new Members in the Board's governance process and periodic Board discussion of process improvement. The Board will allow no officer,

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individual or committee of the Board to hinder or be an excuse for not fulfilling its commitments.

- 1.5 Govern in a manner that is fiscally responsible.
- 1.6 Monitor and discuss the Board's process and performance at each meeting in accordance with the following checklist. Self-monitoring will include comparison of Board activity and discipline to policies in the Board's/Governance Processes and Board - Executive Relationship categories.

### Board Performance Monitoring Checklist

- i) Satisfaction with the Executive Officer's and other reports considered at the meeting, including any recommendations made.
- ii) Preparedness of the Board and individual members for the business transacted at that meeting.
- iii) Time management by the Chair including sufficient time allocated for the big issues.
- iv) Opportunities for participation in the dialogue.
- v) Soundness of decision-making including the extent to which Board dialogue remained focused at the governance level.
- vi) Sense that members' time was well spent including the extent to which the strategic direction statements; mission, purpose, values, KPIs; formed the basis for Board dialogue. That is the meeting remained Ends focused.
- vii) Sufficiency of data/information in support of decisions.
- viii) Conflicts (if any) well managed.
- ix) Maximum use made of the Executive Officer's expertise.
- x) Specific items arising from the annual performance review.

Note that not all will be addressed at each meeting but may be time framed when the annual agenda is set.



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2. *The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.*

Further detail is provided in Board Members' Code of Conduct:

3. *On each occasion a new Member is appointed to the Board, he/she will receive a copy of the Board Governance Policy Manual and undertake the Board's Induction Program.*

Further detail is provided in Induction of New Board Members and Club Delegates Policy.

4. *To accomplish its purpose with a governance style consistent with Board policies, the Board will follow an annual agenda that (1) completes a review of governance policies annually and (2) continually improves Board performance through Board education and enriched input and deliberation.*

Accordingly,

- 4.1 The cycle will conclude each year at the Annual General Meeting so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent Strategic Plan.
- 4.2 The cycle will start at the next meeting of the Board following the AGM with the Board's development of its agenda for the next year.
  - 4.2.1 Consultations or other methods will be used to gain input from relevant Triathlon WA stakeholders. Arrangements will be determined in the first quarter and implemented during the balance of the year.
  - 4.2.2 Governance education and education related to policy determination (for example, presentations by Department of Sport and Recreation and WA Sports Federation staff) will be arranged in the first quarter, to be held during the year ahead and may include a workshop.
- 4.3 Throughout the year, the Board will attend to agreed agenda items as expeditiously as possible.
- 4.4 Executive Officer performance will be reviewed in May/June.
- 4.5 The Board agenda and associated papers will be circulated to Board members to be received at least three full days prior to the day of the meeting.

Reviewed 28/02/2007

Last reviewed 25/02/2009