

So you might like to join the ONSW Inc Board ...

Version 29 March 2023

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Frequently Asked Questions

How could I benefit by joining the ONSW board?

- Learn more about how orienteering in NSW works at the state level (and the national level)
- Learn more about what is expected of a Board of Directors for an incorporated not-for-profit association – transferable expertise
- Get experience to list on your CV
- Get to know orienteers you might otherwise not meet

How could ONSW benefit by me joining the board?

- Contribute to diversity of board members (e.g. age, gender, ethnicity, club location, experience of orienteering)
- Contribute particular expertise/experience (e.g. governance, education and training, financial management, marketing, fund-raising, risk management)
- Contribute to improving and advancing the sport of orienteering

Should I nominate if I have no experience in governance or board membership or am new to orienteering?

The ONSW Board needs a wide range of experience and expertise to meet its contemporary responsibilities. A background of involvement on the committee of your orienteering club, or other community organization, would be very useful.

The current Board is committed to a robust program of board induction and, where relevant, hand over to support newly elected members. There are also efforts to ensure board members have opportunities for continuing professional education as members of a not-for-profit board of directors.

When and where are the board meetings?

7.30pm start by Zoom, normally on the 4th Tuesday of the month (except December), unless major events or public holidays necessitate a variation.

When and where are the general meetings?

By Zoom usually 7.30pm start

What are the time commitments for a board member?

Board members are recognized volunteers with full lives (including full-time work, household responsibilities, etc) making a special commitment to the sport of orienteering.

All board members

Attendance at board monthly meetings (2 hr)

Attendance at Annual General Meeting (1 meeting annually, 2 hr)

Preparing for board meetings – agenda and meeting papers are currently distributed during the week before the Tuesday meeting

Option attendance at any other general meetings (1-3 meetings annually, 2 hr each)

Board members are expected to commit to 2-year terms as per the Constitution, however we understand that life circumstances can change and sometimes as a result casual vacancies do occur.

President, Vice-President, Secretary, Finance Director (Board Officer positions)

As required for specific role responsibilities outlined in Position Descriptions (see later)

What is expected of a board member?

A member of the ONSW Board takes on governance responsibilities on behalf of the state orienteering association. These are generally described in the section below: Board Roles and Responsibilities.

*A member of the Board may also, but is not required to, undertake committee/management responsibilities (in previous years described as 'board portfolios'). **This year we are seeking a board member to specifically take on the important role of Technical Director.***

From outside the Board it looks like taking on one of the Board Officer roles requires a lot of time and work. Is this accurate?

What has been the situation in the past is not what will be presumed in the future. The current Board is working to distinguish Board governance roles from what are managerial or operational roles, and to find ways of involving more volunteers.

ONSW as an incorporated association and state sporting organisation must have appropriate governance and meet its legal obligations. This is the role of the Board to ensure, though not always to directly execute.

ONSW's organisational structure and operational procedures are currently under review. The first objective is to ensure that what the orienteering state association **must** do is efficiently and effectively done. The second objective is to identify what is **desirable** to be done by the state association and what can, and cannot (at least in the short term), be done with available resources.

Are any of the current board members nominating again?

One board member (Rodney Parkin, Technical Director) is not nominating again.

Two board members (Louise Brooks and Mark Schaefer, Finance Director) will be re-nominating for a two year term.

Director, Robert Bennett, is yet to advise his intentions.

The following board members are continuing as they are one year into a two year term: Robyn Pallas (President), Gayle Quantock (Secretary), Sheralee Bailey (Vice President), Jamie Kennedy (Director), Angus Shedden (Director).

What if I would like to stand for a Board Officer position where the incumbent may be expected to nominate again?

While for a functioning board it is important to have on-going board experience and corporate memory, this does not mean that an incumbent Board Officer necessarily will renominate for the same position. At the elections for the 2020-2021 Board then Secretary Robert Spry chose to nominate for a Director position and current Secretary Mary Jane Mahony nominated for the Secretary position.

How do I nominate for a board position?

Complete a Nomination Form (see end of document) and submit it to the ONSW Secretary by no later than 11.59pm 17 April 2023. Your proposer and seconder may sign their portion of the form and send it separately to the Secretary if necessary.

What if I have particular interest in an area of governance or management (e.g. finance, technical orienteering, mapping, coaching, membership, etc)?

Please include your interest within the 200-word statement on your background and potential contribution, along with the experience and expertise you would bring to the board.

What if I don't want to join the Board but would like to contribute in some way as a committee person or volunteer officer?

We are always keen to spread the load and utilize the specialized knowledge and skills of our members. We are also keen to hear from you if you have a suggestion for a project or how to improve anything ONSW does. Flag your interest or send your suggestion by a quick email to secretary@onsw.asn.au. This does not commit you to anything.

Current Board Actions to Improve How Orienteering NSW Inc Works

A member of the ONSW Board takes on governance responsibilities on behalf of the state orienteering association. A member of the ONSW Board may choose to take on additional roles and responsibilities which are categorized as operational or managerial.

The 2022-2023 Board is taking action to:

- Better distinguish governance responsibilities from operational/managerial responsibilities
- Continually evolve the ONSW strategic plan and set meaningful priorities (with identification of needed resources, timelines and key performance indicators)
- Distinguish essential association operations (must be done - often to externally prescribed standards) from desirable association operations (dependent on strategic priorities, personnel and other resource availability)
- Implement a committee structure to enable broader input by members and to spread the workload – this is a work in progress
- Clarify the linkages of current and future ONSW volunteer staff with committees, the board and/or the general manager

Board Roles and Responsibilities

The 2021-2022 Board confirmed in principle the position statements below as appropriate for the ONSW Board at its January 2022 meeting. These role descriptions are based on a template from the Institute of Community Directors Australia policy bank <https://communitydirectors.com.au/tools-resources/policy-bank> adapted with consideration of guidance offered by NSW Office of Sport <https://www.sport.nsw.gov.au/running-your-state-sporting-Association/governance/model-constitutions-and-templates> and Sport Australia. The existing role descriptions published online in the ONSW Manual were also reviewed.

Position Statement: President

Statutory duties (i.e. those specifically required by law) are given in bold type	
Governance	Provide leadership to the Association
	Ensure [in partnership with the Board] that the Association’s objectives, goals and mission are being followed
	Work with the ICEO [General Manager] to ensure [in partnership with the Board] that the Association develops in the appropriate direction
	Work with the ICEO [General Manager] to ensure [in partnership with the Board] that the Association operates in an ethically, environmentally, and socially responsible fashion
Planning	Oversee [in partnership with the Board] the production of a Strategic Plan for the Association
	Oversee [in partnership with the Board] the regular review and development of the Strategic Plan
Meetings	Ensure that appropriate standing orders are in place
	With the Secretary and the ICEO [General Manager], prepare the agenda in advance of the meeting
	Chair Board meetings according to Standing Orders
	Rule on issues of meetings procedure not covered in the Standing Orders
	Report to the Annual General Meeting on the situation of the Association
	Chair General Meetings according to Standing Orders
Administrative & Management	Chair the Executive Committee [Board Officers] between Board meetings
	Serve on Board committees as required
	Liaise with Board committee chairs and report to the Board where appropriate
	Assign [in partnership with the Board] administrative duties to Board members and volunteers
	Personally carry out general duties as assigned
	Ensure that appropriate personnel policies and procedures are in place for CEO and other staff
	Oversee the annual performance review of the CEO
	Oversee the succession of the CEO
	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

	Oversee the management of the Association's grievance procedures
	Ensure the harmony of Board deliberations
	Manage [in partnership with the Board] the succession of the position of President & Chair
	Serve as liaison with the ICEO [General Manager] and, through the ICEO [General Manager], to the staff
	In consultation with the ICEO [General Manager], report to the Board on staff management issues
	In consultation with the ICEO [General Manager], draw up ICEO [General Manager] succession policy
Media	Under the Association's Media Policy, serve as spokesperson for the Association as appropriate, but especially on any matters of public controversy affecting the Association
Promotion	Promote the Association in the community as opportunities arise
	Represent the Association public occasions, at meetings of government and other official functions, and at ceremonies associated with NSW orienteering events
Negotiation	<p>Serve [as nominated by the Board] in communication and negotiation with Orienteering Australia, and report to the Board and the Association as appropriate</p> <p>Serve [as nominated by the Board] in communication and negotiation with other organisations; report to Board</p> <p>Work with the ICEO [General Manager] in negotiation with other organisations; report to the Board</p>
Legal	<p>Oversee staff to ensure that</p> <ul style="list-style-type: none"> • all legal requirements are specified in the procedures manual • the performance of all legal requirements is reported to the Board • the performance of all legal requirements is fully documented.
	Ensure that all legal requirements are met
Finance	With the Director Finance, oversee the ICEO [General Manager] to ensure that the Association's financial control procedures are adequate and that risk management strategies are in place
Other duties	As for Board members (below)

Position Statement: Vice President

Statutory duties (i.e. those specifically required by law) are given in bold type	
General	Stand in for the President when the President is unavailable
	The President may delegate to the Vice President, by agreement, specified responsibilities of the President and advise the Board of these delegations.
Other duties	As for Board members (below)

Position Statement: Director Finance

Statutory duties (i.e. those specifically required by law) are given in bold type	
Governance	Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the Association
	Advise the Board on matters of finance
	Advise the Board on fundraising
	Oversee the production of appropriate fully documented financial policies and procedures
Planning	With the ICEO [General Manager], oversee [in partnership with the Board] the production of a Business Plan for the Association
	With the ICEO [General Manager], oversee [in partnership with the Board] the regular review and development of the Business Plan
Meetings	Report to the Board at each meeting on the financial situation of the Association
	Report to the Board at each meeting on variances from the approved budget
	With the Secretary, place any necessary financial items on the Board agenda in advance of the meeting
	Present to the Annual General Meeting the Annual Financial Statement and Auditor's Report
	Report to the Annual General Meeting on ONSW's financial situation
Administrative & Management	Serve on the Executive Committee between Board meetings
	Chair the Finance Committee
	Serve on Board committees as required
	Liaise with committee chairs on financial issues and report to the Board where appropriate
	Personally carry out financial duties as assigned
	Oversee the Association's bookkeeping
	With the Chair, oversee the ICEO [General Manager] in ensuring that the Association's financial records are adequate, protected, backed up, and accessible.
	Oversee the Association's banking
	Oversee the maintenance of the Association's asset register
Finance	Oversee the ICEO [General Manager] to ensure that the Association's financial control procedures are adequate and that appropriate safeguards against fraud are in place

	Oversee the ICEO [General Manager] to ensure that risk management strategies (including appropriate insurances) are in place
	Oversee the collection and reception of all money due to the Association and the making of all payments authorised by the Association
	With the ICEO [General Manager], oversee the Association's investment strategy and report to the Board
	Oversee the preparation of the Budget for the coming year
	Oversee the review of income and expenditure against the budget on a continuous basis
Legal	With the ICEO [General Manager], ensure the Association's compliance with all applicable tax arrangements
Other duties	As for Board members (below)

Position Statement: Board Secretary

Statutory duties (i.e. those specifically required by law) are given in bold type	
Governance	Ensure the preparation and adoption of appropriate Board policies
	Ensure that appropriate standing orders are in place
	Ensure the Annual Report is prepared.
	Act as the Association's Public Officer
Meetings	Organise the venue for Board meetings
	With the Chair and the ICEO [General Manager], prepare the agenda in advance of each Board meeting
	Oversee the distribution of meeting papers before the meeting
	Take minutes at each Board meeting and circulate to Board members <small>Note 1</small>
	Take minutes at each General Meeting and circulate to members of the organization <small>Note 1</small>
Administrative & Management	Serve on the Executive Committee between Board meetings
	Serve on Board committees as required
	Oversee the maintenance of a register of members [This is the Eventor list 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 Association of General Meetings
	Receive nominations for positions on the Board
	Keep under their control all books, documents and securities, and make them available to members as requested
	Liaise with specified relevant regulators (to be identified)
	Oversee in association with the ICEO [General Manager] correspondence management and record keeping.
	Personally carry out general duties as assigned by the Chair
Media	Ensure preparation and adoption of a Media policy
Promotion	Promote the Association in the community as opportunities arise
Negotiation	Serve [as nominated by the Board] in negotiation with other Associations
Other duties	As for Board members (below)

Note 1: It is recognized that being a participant in committee deliberations can interfere with note-taking. The role of an assistant as note-taker in the preparation of minutes should be considered.

Position Statement: Ordinary Board Member [Director]

General	On being elected to the Board, undertake induction and training procedures as provided by the Board
Governance	Consider, debate, and vote (make decisions) on issues before the Board on the basis of the best interests of the Orienteering NSW Inc only
	Comply with the rules, policies, and standing orders of the Association
Planning	Review and approve the Association's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)
Meetings	Attend all meetings (Board, General), or, if absolutely unavoidable, apologise in advance for absence
	Where Board papers are circulated in advance of the meeting, read papers and consider issues before the meeting
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
Administrative & Management	Approach employees of the Association (paid or unpaid) only through the ICEO [General Manager]
	Serve on Board committees as required
	Review and approve the Association's systems for financial control and risk management
	Undertake general duties as required
	Understand the Association's finances (including solvency)
Media	Make comments to the media only as provided in the Association's Media Policy
Promotion	Promote the Association in the community as opportunities arise
Fundraising	Participate enthusiastically in any fundraising approved by the Board
Legal & Ethical	Avoid making any improper use of their position in the Association so as to gain any material advantage for themselves, or for any other person, or to the detriment of the Association
	Avoid making any improper use of any information acquired by virtue of their position in the Association so as to gain any material advantage for themselves, or for any other person, or to the detriment of the Association
	If they have any direct or indirect material personal interest in any contract with the Association, inform the Board immediately
	If they have any direct or indirect material personal interest in any contract with the Association, 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

Nomination Form for Orienteering NSW Board Position

Annual General Meeting 8 May 2023

Nomination deadline 17 April 2023

Position (Finance Director, Technical Director, Director):

.....

Nominee: (signature)

..... (name)

..... (date)

Proposer: (signature)

..... (name)

..... (date)

Seconder: (signature)

..... (name)

..... (date)

Nominee, proposer and seconder shall all be fully paid up ONSW members.

To be handed to or sent by email to the ONSW Secretary, Gayle Quantock, **by Monday, 17 April 2023 11.59pm**. Email: secretary@onsw.asn.au

Nominees are invited to separately provide a statement on their background and potential contributions to the work of the ONSW Board (up to 200 words) with their nomination. These will be distributed with election papers.