

## **BRONTE SURF CLUB**

### **GOVERNANCE POLICY**

The operation of the Bronte Surf Club is managed by or under the direction of the Board of Management. The Board is responsible for appointment of General Manager to all things necessary for the proper management and administration of the Club. Whilst the General Manager is ultimately accountable to the Board, he/she is accountable to the President on a day to day basis.

The Bronte Surf Club has enacted the following Governance Policy.

The Board of Management recognises the importance for systems and procedures to ensure our Club is properly managed and operated.

The current Principles of our Governance Policy fall under the following 5 areas as follows;

- 1. Transparency.** The Board of Management will be transparent. It will be clear and concise with its decisions.
- 2. Accountability.** The Board of Management will make effective and efficient decisions whilst being aware of the consequences of those decisions.
- 3. Stewardship.** We are aware the Club is run for the Members and for its Stakeholders and not for the personal interest of any Board Member or Club employee. They will avoid conflicts of interest.
- 4. Integrity.** The Board and Club will maintain our culture of ethical behaviour and compliance.
- 5. Clear Policies.** We will ensure that there are clear and concise policies in place for the management of the Club Members and Stakeholders.

As part of our Governance Policy, the following policies will be followed;

1. At the first Board of Management meetings of each year, the Board will select members to fulfil a number of Committees to ensure the proper operation of the Club. The Board will have regard to suitability of clients and not imposing onerous workloads on the same members.  
No committee can make decisions that bind the Club. All recommendations will be directed to the Board via the President or his/her nominated person.
2. The Club in 2012 instigated a new 5 year Strategy and the Board of Management is to review that Strategy on an annual basis.

3. The Board will request all Club sections to prepare budgets for the upcoming year. The budgets will be signed off by the Finance Sub-Committee.
4. Each Board Member and employee is to respect the confidentiality of all issues discussed at Board Meetings and matters within their knowledge.
5. Unless directed by the Board, all communication with Waverley Council, other Government departments and the media is to be directed through the President, or his nominated Board representative or General Manager (when directed).
6. All contracts or written arrangements to be executed by The President and/or his/her nominated Board member or General Manager (when directed).
7. The Board of Management shall meet a minimum 6 times a year. Minutes of Board Meetings will be kept and distributed to Board Members post each Board Meeting.
8. In recognition of the needs of extra Management positions on the Board of management, the Club will encourage Board members to appoint sub-committees where appropriate to assist. ;
9. No member of the club is to incur expenses on behalf of the Club without the express prior consent of the President or General Manager.
10. The Board of Management will give consideration to matter raised by members for its attention.
11. The Board of Management will review and amend this Governance Policy as required.
12. The CEO shall;
  - a) Not permit any cheque or payment by electronic transfer of more than \$5000 to be processed with only one signature.
  - b) Oversee the employment of administration staff, Kiosk staff and function staff and implement appropriate staffing policies.