



## **BOARD MEETING POLICY**

### **1. INTRODUCTION & AUTHORITY**

The Australian Croquet Association Inc Constitution Part V prescribes the workings of the Board. This policy codifies and expands those requirements and is made under the terms of the Constitution s29.

### **2. MEETING FREQUENCY**

The Board is required to meet at least six (6) times annually but shall normally meet monthly. Additional meetings for the consideration of specific items shall be convened as necessary; meetings shall also be convened at the request of two (2) Directors.

### **3. ESTABLISHMENT OF MEETING CALENDAR**

As soon as possible after the Annual General Meeting the Board shall meet to determine a mutually acceptable day and time for its regular monthly meetings.

### **4. NOTICE OF MEETINGS**

Notice of meeting shall be given individually to each Director, except those granted leave of absence by the Board. The notice may be given by email, by post, in person, by telephone or facsimile. Seven (7) days clear notice (not counting the day of providing the notice nor the day of the meeting) shall be given unless Directors agree to hold a meeting at shorter notice.

Directors may waive the requirement to receive notice of a meeting by giving notice to the Secretary. A Director who attends a meeting waives any objection that they may have relating to non-receipt of notice for that meeting.

### **5. MEETING VENUES**

Most meetings are held online, due to the geographical dispersion of attendees, however the Board tries to hold three face-to-face meetings annually, being:

- the meetings following the AGM and the completion of the Interstate Cup (the Eire Cup) competition;
- the meeting following the completion of the Interstate Shield (the WCF Shield) competition; and
- a meeting, preferably mid-year (June or July) which extends over a weekend, allowing further ranging discussion than can normally be conducted at an online meeting.

### **6. QUORUM**

The quorum for a meeting is five (5) Directors present, either physically or via technology. If the total number of Directors fall below this figure, the remaining Directors may only act to fill vacancies to bring their numbers up to that required for a quorum, or to convene a General Meeting.

### **7. CONDUCT OF MEETINGS**

Meetings are chaired by the elected Board Chair, or in their absence, by the elected Board Deputy Chair. If both are absent, unwilling to act, or recuse themselves, the meeting shall be chaired by a director elected by those members present.

Meetings are conducted in accordance with Standing Orders, published on the Croquet Australia website.

## **8. MEETING AGENDA**

The Secretary is responsible, in conjunction with the Board Chair, to formulate the meeting agenda. The Secretary shall circulate a draft agenda at least fourteen (14) days prior to a meeting, unless the meeting was convened at shorter notice, in which case the Secretary shall circulate a draft agenda at the earliest opportunity, unless this is totally impracticable. The notice circulating the draft agenda is to call for any further items for inclusion in the agenda.

The Secretary shall circulate the meeting agenda at least seven (7) clear days before the meeting, not counting the day of circulation and the day of the meeting. Board papers shall be circulated with the agenda or shall be accessible to all Directors from an online storage facility.

A Board Meeting Agenda template is attached at Annex A.

## **9. BOARD PAPERS**

Wherever possible, every agenda item shall be expanded by an appropriate paper. Copies of official correspondence shall be available to directors as shall minutes of committees.

A Board Briefing Paper template is attached at Annex B

## **10. MINUTES**

The Secretary shall record minutes of all meetings and shall provide the draft minutes to the meeting Chair for provisional approval. Once the Chair's provisional approval is obtained the minutes shall be posted to the ACA website and distributed to Directors and state associations.

Minutes shall clearly show who is responsible for any resolution or item requiring action and shall be considered for approval and adoption at the next regular Board meeting.

## **11. RESOLUTION REGISTER**

The Secretary shall maintain a register of Board Resolutions, which is to be accessible to Directors. The aim of the register is to provide a quick referral to previous decisions and it need not contain procedural resolutions, such as acceptance of the previous minutes, etc.

## **12. ACTION ITEM LIST**

The Secretary shall maintain a list of those items for which action is still outstanding, and include this list in meeting agendas.

## **13. COMPLIANCE MATTERS**

The Secretary, in conjunction with the Executive Officer, is to maintain a Compliance Calendar containing all crucial dates, from both legislation and policies. An extract of this calendar is to be included in each regular Board meeting agenda.

**Authorisation:** Adopted by the Board, 16<sup>th</sup> February 2022



Jim Clement  
Secretary to the Board

Attachments: Annex A      Board Meeting Agenda template  
                  Annex B      Board Briefing Paper template



## **BOARD MEETING AGENDA**

[Day & Date, Venue or online program]

*[link to Board Papers in online storage]*

- 1. Attendance:**
  - 1.1. Directors:**
  - 1.2. Officers:**
  - 1.3. Others:**
  - 1.4. Apologies:**
- 2. Opening:**
- 3. Declaration of Directors' Interests:**
- 4. Adoption of Minutes of Previous Meetings:**
  - 4.1. Business Arising from the Minutes:**
- 5. Compliance Matters:**
- 6. Finance Reports:**
  - 6.1. Treasurer's Report:**
    - 6.1.1. Business Arising from Treasurer's Report:**
  - 6.2. Finance Committee [date] Meeting Minutes:**
    - 6.2.1. Business Arising from Budget Committee Minutes:**
  - 5.3 Other matters with Financial Implications:**
- 7. Correspondence:**
  - 7.1. Inwards:**
  - 7.2. Outwards:**
  - 7.3. Business Arising from Correspondence:**
- 8. For Decision:**
  - 8.1. Governance:**
  - 8.2. Management:**
  - 8.3. Events:**
  - 8.4. WCF:**
- 9. For Discussion:**
  - 9.1. Governance:**
  - 9.2. Management:**
  - 9.3. Events:**
  - 9.4. WCF:**
- 10. For information:**
  - 10.1. Outstanding Action Items:**
  - 10.2. Reports**
  - 10.3. Committee Minutes:**
  - 10.4. WCF:**
  - 10.5. Media Releases, etc:**
- 11. Next Meetings:**
- 12. Close:**



Annex B to  
Board Meeting Policy  
Board Briefing Paper template.



Board Briefing Paper  
ACA Board Meeting  
[date]

## [Title]

*Those areas marked with an asterisk are required.*

### **Background**

*It is preferable that some background to item is provided, to ensure that all directors have a basic appreciation of the subject*

### **Current Situation**

*The headings in providing information, arguments for and/or against will be dependent on the specific situation and subject.*

### **Recommendation\***

*A short statement of recommended Board action, such as*

- *Adopt the attached policy,*
- *Accept the quotation from XYZ Coy Pty Ltd*

### **Financial Implications\***

*An estimate of the financial cost/implications:*

- *Nil, or*
- *One off expenditure \$ amount, or*
- *An initial expenditure with annual renewal/maintenance costs., \$ amounts.*

### **Signature Block\***

*Signature (preferable) and name & title of person preparing/submitting paper*