



Board Director Position Description

Introduction

1. The Australian Croquet Association (ACA) Board consists of seven (7) Elected Directors, elected by member State Associations and, if the Board should so choose, two (2) Appointed Directors.
2. Elected Directors, who must be Individual Members of ACA, serve two (2) year terms and may serve only a maximum of three (3) consecutive terms, including any terms as an Appointed Director.
3. Appointed Directors are appointed by the Board as required to provide specific skills, experience and knowledge. Such Appointed Directors do not need to be Individual Members of ACA and do not need to have experience or exposure to croquet. They serve for a term as set by the Board, not exceeding two (2) years, and may serve no more than two (2) consecutive terms, although they may be eligible to nominate for an Elected Director position (but refer to para 2, above).
4. The Board appoints the Secretary and Treasurer who may be, but are not required to be, Directors, either Elected or Appointed.

Board Responsibility.

5. The responsibilities of the Board, as the controlling authority for croquet and gateball in Australia, include:
 - 5.1. Governing the sports of croquet and gateball within Australia;
 - 5.2. Determining the major strategic directions of ACA;
 - 5.3. Reviewing ACA's performance in achieving aims, objectives and policies; and
 - 5.4. Managing international responsibilities.

Director's Responsibilities

6. As in all other organisations, the responsibilities of Directors, in ensuring that the Board discharges its responsibilities, as laid down in both General (common) Law and *Associations Incorporation Act 1991 (ACT)*, include:
 - 6.1. to act *bona fide* and in the interests of ACA as a whole;
 - 6.2. not to act for an improper purpose;
 - 6.3. to retain discretion;
 - 6.4. to exercise due care and diligence;
 - 6.5. to avoid conflicts of interest; and
 - 6.6. take all reasonable steps to ensure that ACA complies with the relevant ACT legislation.

Director's Registration

7. As the Australian Croquet Association Inc. has an Australian Registered Business Number to allow it to trade outside of the ACT, where it is incorporated, it is a "registered Australian body" and thus from 5th April 2022 Directors require a Directors Identification Number before they can be elected or appointed. This can be applied for on the Australian Business Registry Services website at: <https://www.abrs.gov.au/director-identification-number>

Director's Skills & Knowledge

8. To function as a Board member of ACA, Directors require a reasonable level of computer literacy, as:
 - 8.1. the majority of Board meetings are conducted by electronic means,
 - 8.2. most out of meeting discussions are conducted via email, and
 - 8.3. Board meeting papers are located in a Dropbox folder.
9. Also very desirable are the ability to read and analyse financial reports (Profit and Loss Statements, Balance Sheets); and to read and understand documents such as policies, procedures, etc.

Reimbursement

10. Directors are reimbursed for necessary travel and accommodation, as prescribed in the *ACA Travel and Accommodation Reimbursement Policy*