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| <b>POLICY CATEGORY</b>     | <b>Planning, Risk Management and Reporting</b>      |                     |      |
| <b>POLICY TITLE</b>        | <b><i>Governance Framework</i></b>                  |                     |      |
| <b>DOCUMENT NO</b>         | 7.1   | <b>VERSION</b>      | 1    |
| <b>CONTACT</b>             | <a href="#">Management Committee</a>                |                     |      |
| <b>IMPLEMENTATION DATE</b> | 01 Jan 2017   | <b>REVIEW MONTH</b> | July |
| <b>FIRST ISSUED</b>        | Approved – 9 Nov 16                                 | <b>REISSUED</b>     |      |
| <b>RELATED DOCUMENTS</b>   | 7.8 – Recordkeeping                                 |                     |      |
| <b>AUTHORITY</b>           | <a href="#">Associations Incorporation Act 1981</a> |                     |      |

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| Scope            | This policy applies to all Committee Members.  |
| Purpose          | <p>This policy details the Governance Framework that has been adopted by the Bribie Island Soccer Football Club.</p> <p>The club recognises the importance of structuring and understanding the set of responsibilities and practices, policies and procedures exercised by the management committee to provide strategic direction, ensure objectives are achieved, manage risks and use resources responsibly and with accountability.</p> |
| Responsibilities | <p><b>Management Committee</b></p> <p>The committee members oversee and implement the governance framework to ensure:</p> <ul style="list-style-type: none"> <li>• Performance – how we make decisions and how we operate</li> <li>• Accountability – that our operations meet the requirements of the law, regulations, standards and that we act with integrity, transparency and openness.</li> </ul>                                     |
| Process          | <p><b>Governance Framework</b></p> <p>There are four components to the framework:</p> <ul style="list-style-type: none"> <li>• Rules of Association</li> <li>• Role Statements</li> <li>• Plans, Policies and Guidelines</li> <li>• Club Handbook</li> </ul>   |

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|             | <p><b>Development</b></p> <p>The framework has been developed based on the principles of good governance:</p> <ul style="list-style-type: none"> <li>• accountability—being answerable for decisions and having meaningful mechanisms in place to ensure the club operations adhere to all applicable laws, regulations and standards</li> <li>• transparency/openness—having clear roles and responsibilities and clear procedures for making decisions and exercising power</li> <li>• integrity—acting impartially, ethically and in the interests of the club, and not misusing information acquired through a position of trust</li> <li>• efficiency—ensuring the best use of resources to further the aims of the club, with a commitment to evidence-based strategies for improvement</li> <li>• leadership—achieving commitment from the management committee to good governance through leadership from the top</li> </ul> |
|             | <p><b>Review</b></p> <ul style="list-style-type: none"> <li>• The governance framework and its components will be reviewed at least annually.</li> </ul>   |
|             | <p><b>Publishing</b></p> <ul style="list-style-type: none"> <li>• The governance framework and its components will be available to all members via the club website.</li> </ul>  |
|             | <p><b>Recordkeeping</b></p> <ul style="list-style-type: none"> <li>• Any additions, amendments or updates to components of the governance framework and other club documents are to occur via the Management Committee.</li> <li>• Approvals will be recorded into the committee minutes.</li> <li>• The committee, as part of its record keeping will implement a system of version control and retain previous versions for future reference.</li> </ul>   |
| Resources   | <ul style="list-style-type: none"> <li>• Club Governance Framework – Quick Guide</li> <li>• Club <a href="#">Strategic Plan</a></li> <li>• Club <a href="#">Role Statements</a></li> <li>• Club <a href="#">Policies and Guidelines</a></li> <li>• Club <a href="#">Rules of Association</a></li> </ul>  |
| References  | <ul style="list-style-type: none"> <li>• <a href="#">Play by the Rules – Club Toolkit</a></li> <li>• <a href="#">My Football Club – Club Management</a></li> <li>• <a href="#">Queensland Government – Support and Development for Clubs</a></li> <li>• <a href="#">Australian Sports Commission – Club Management</a></li> </ul>  |
| Definitions | <ul style="list-style-type: none"> <li>•</li> </ul>  |