

Terms of Reference

July 2021

This document outlines the roles and responsibilities of the Gippsland League Inc Board.



Gippsland League – Board of Management

TERMS OF REFERENCE

1. BACKGROUND

AFL Gippsland has been responsible for the governance of the Gippsland League over the past 5 years taking on full financial and administrative decision making for the League. Moving into 2022 the member Clubs have recognised an opportunity to continue the League's growth by reinstating an independent board of management to govern the Gippsland League. This Board will still work closely with it's affiliated bodies AFL Gippsland and Netball Victoria to ensure that the major League in the region is supported. The board will represent the best interests of the Gippsland League (GL) and look to begin the next chapter of growth for the League and it's member clubs.

2. TITLE

Gippsland League Inc. Board of Management.

3. PURPOSE

The Gippsland League Inc Board of Management ('Board') will represent the best interest of football and netball for the GL. The Board will be responsible for the governance and administration of the Gippsland League Inc and provide leadership and direction for football and netball in Gippsland.

4. FUNCTION

The function of the board shall include –

- To oversee the business of the Gippsland League and the responsibility for the organisation in accordance with the constitution
- Makes decisions for the Gippsland League based on what is in the best interest of the organisation and its members
- Set Gippsland League strategic plan and be accountable for the vision and strategy of the organization
- Provide a forum for clubs and other key stakeholders to provide input and feedback on issues of football and netball in the Gippsland League
- Implement a business operations model for the Gippsland League to execute the organisation's strategy. This include the day-to-day operations of the organisation.
- Support the promotion of Gippsland League and community football and netball.

- Formulate plans and proposals for the League to consider, that may improve the operations of the Gippsland League or participation in the region.
- Provide hands on assistance at major events of the Gippsland League including finals.
- Attend monthly meetings of the Gippsland League board and scheduled meetings for the League and member clubs.
- Ensure that all members of the board consider the best interests of both football and netball.
- Support the Region Commission and Netball Victoria in implementing statewide rules and regulations.

4. ELIGIBILITY

A candidate is eligible to be elected or appointed as a board member if the member

- is 18 years or over;
- has no recorded criminal convictions; and
- is not insolvent under administration.

It is the Association's intention to appoint board members who have a diversity of backgrounds, skills, experience, gender and qualifications.

5. BOARD COMPOSITION

1. The Board shall be comprised of 6-8 members.
2. The following roles on the board will be required to be filled for 2022;
 - **Chairperson**
 - **Vice-Chairperson**
 - **General members** – (4-6 total members must include an elected secretary and preferably include 1-2 members with specific expertise in football or netball operations)
3. Roles and responsibility of board members;

CHAIRPERSON

- The Chairperson will be one of the board members and shall be elected.

Their responsibilities include:

- Assisting in the scheduling meetings and notifying board members.
- Inviting specialists to attend meetings when required by the board.
- Guiding the meeting according to the agenda and time available.
- Ensuring all discussion items end with a decision, action or definite outcome.
- Act as the conduit with the AFL Gippsland Commission, Netball Victoria and member clubs and the board.
- Review and approve draft minutes before distribution.

VICE CHAIRPERSON

- In the event of the Chairperson being unable to fulfill his/her duties to step into that role
- In the absence of the Chairperson, chair meetings ensuring that they are run efficiently and effectively
- Assist the Chairperson in deciding which matters are dealt with by the AFL Gippsland Commission or Netball Victoria.
- Represent the League at meetings and forums as agreed with by the Chairperson
- Other duties as nominated by the Chairperson and / or board

GENERAL MEMBERS

- Have skill and expertise required to achieve the purpose statement
- Be prepared to accept a role within the board with designated responsibilities
- Be available to attend meetings as scheduled
- Be available to attend all events, finals and take an active role in these areas
- Be expected to consult broadly and be appropriately informed on all agenda items
- Uphold confidentiality as may be required from time to time
- Display no member based representation or bias

6. TERM OF OFFICE

A Board member may hold a position on this Board for up to 2 years, after which they must be up for re-election. A board member may be elected/appointed for a further term.

7. MEETINGS

- The Board must meet at least three times in each year at the dates, times and places determined by the Board.
- Board members must be present at League meetings between the board and the member clubs.
- Attend the Annual General Meeting and Special General Meetings of the League.