Bowls ACT Board Charter & Directors Code of Conduct declaration

Role of the Board

The primary role of the Bowls ACT Board is one of trusteeship on behalf of its members and stakeholders, ensuring that the organisation remains viable and effective in the present and future in acting for the greater good of the sport.

The work of the Board to achieve this is through:

- Compliance with legal obligations including under the Corporations Act 2001 (Cth)
- Acting in accordance with the Bowls ACT Constitution
- Determining the organisation's strategic direction, core values and ethical framework
- Appointing, dismissing, directing, supporting the professional development for, evaluating the performance and determining the remuneration of, the EO
- Approving, monitoring and reviewing the financial (including approving the finance audit report) and non-financial performance of the organisation
- Ensuring an effective system of internal controls exist and are operating as expected, and that appropriate policies on key issues are being applied effectively and legally as intended
- Ensuring financial and non-financial risks are appropriately identified and managed
- Ensuring the organisation complies with all relevant law, codes of conduct and appropriate standards of behaviour
- Providing an avenue for key stakeholder input into the strategic direction of the organisation

Ensuring effective Director, Board and Chair performance evaluation occurs regularly.

Role of Directors

The Board is comprised of Directors, who are temporary custodians of the sport who individually and jointly have legal and ethical obligations to act solely in the best interest of the organisation and the sport.

Each Director brings their own views, skills and experiences to their role, the diversity of which is embraced by the organisation. Some of the experience which Directors may draw upon in the exercise of their duties may be from roles held in the past. Importantly and fundamentally, the responsibility of Directors in discharging their duties is to make decisions for the betterment of Bowls ACT as a whole, and not to promote or advance self or vested interests, or those of any other Bowls body.

Commitments to Individual and Collective Behaviours

As a Director of Bowls ACT, I (name) .....

1. Acknowledge my fiduciary duty – a legal duty of trust and loyalty – to Bowls ACT.
2. Acknowledge my duty to act in good faith with care and diligence at all times in the best interest of the organisation as a whole. As part of this duty I undertake to review Board papers before Board meetings and to fully acquaint myself with all strategic and policy issues confronting the organisation.
3. Will review the draft minutes of Board meetings and advise of any amendments I believe are required for the minutes to be a true and accurate record of the meeting.
4. Will put the greater good of the sport of Bowls and the organisation above any interests of myself or any other Bowls or other body that I may be involved with.
5. Undertake to disclose any and all perceived, possible and actual Conflicts of Interest in a timely manner, and to submit myself to the direction of the Board in dealings with such Conflicts of Interest. Specifically, if determined by the Board, I will, without debate, exclude myself from any Board discussion, consideration or determination of any issue to which I have a Conflict of Interest.
6. Will uphold the confidentiality of discussions at Board meetings.
7. Will contribute to a positive Board behaviour and culture by showing respect for the opinions of other Board members, and allowing each member a fair and equal opportunity to contribute to discussion and decision making.
8. Embrace that I am an Ambassador for Bowls ACT, and that the Board will 'speak with one voice' when communicating with the outside world, regardless of my own personal or representational views.
9. Acknowledge that the role of a Director is not an operational one; and acknowledge that the conduct and output of operational activities of the organisation will be through the CEO.
10. Will not represent any Bowls organisation, other than Bowls ACT, at any Bowls ACT Forum or Meeting.
11. I also declare that I am a fit and proper person to be a Director of Bowls ACT and that I am not:
    - bankrupt, nor have made any arrangement or composition with my creditors generally;

- of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- directly or indirectly interested in any contract or proposed contract with the Association for which I would fail to declare the nature of my interest;
- prohibited from being a director of a corporation under the *Corporations Act 2001* (Cth)

Child Safety

Bowls ACT is a child safe organisation and has zero tolerance for child abuse. Bowls ACT adheres to applicable child safety standards and legislation. Directors must be aware of their responsibilities outlined in Bowls ACT's child safety and safeguarding documents and be clear about processes for reporting and acting on concerns or reports of child abuse.

Directors will respect, listen to and promote the rights of children and ensure behaviour and interactions with children are appropriate, respectful and adhere to the behavioural expectations outlined in Sport Integrity Australia's National Integrity Framework and Bowls ACTs child safety and safeguarding documents.

Alignment with our Sport's Core Values

Our values
Our values are directly acquired from Bowls Australia and define who we are and what we stand for as an organisation and sport:
Courage
Accountability
Respect
Excellence

Our Behaviours
We bring our Values to life and make them part of our workplace through our behaviours:
T = Taking personal responsibility
R = Raising the bar; high standards and outcomes
I = Inclusion | Innovation | Integrity
P = Purposeful collaboration
L = Listening and learning; to 'know our stuff'
E = Enjoying our work
S = Speaking up, speaking straight

Breach of the Code of Conduct

A breach of this Code may be considered serious misconduct and require formal investigation and further action being taken.

In some situations, a breach of this code may result in detriment to Bowls ACT and the Director may be liable for their actions under civil and criminal laws.

If a Director suspects that a breach of the Code of Conduct has occurred or will occur, he or she must report that breach to the President/Chair of the Board, the Company Secretary or the Governance, Risk, Integrity & Policy Committee. In some circumstances, such a disclosure may qualify for protection in accordance with the Whistleblower Policy.

Director Declaration

- I have read and understand the Bowls ACT Board Charter & Directors Code of Conduct Declaration
- I acknowledge that I must ensure that any personal interests or roles do not influence or interfere with the proper performance of my duties in the best interests of Bowls ACT
- I agree that I have an ongoing obligation to comply with the Bowls ACT Board Charter & Directors Code of Conduct Declaration

_____ _____ /_____ /_____

Signature: Date:

30 November 2024