

DEAF SPORTS AUSTRALIA

BOARD MEMBER INDUCTION POLICY

INDUCTION PROGRAM (AS OF VERSION 2.4)

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Introduction

The effective operation of any organisation relies on its Board, and the effective operation of the Board relies on all its members having a full command of the necessary information and expertise.

Purpose

This policy seeks to ensure that new members of the Board are provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board from the time of their election.

Policy

New Board members shall be provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Board.

Procedures

1. Initial Contact

As soon as possible after the Board has confirmed the appointment of a new member the DSA President shall make contact with the new member to let them know the outcome. The President will write a letter of congratulations and welcome.

2. Board Manual

The DSA General Manager shall forward to the new member a copy of the group's Board Manual. The manual will serve as an initial introduction to the group as well as an ongoing reference. It should include:

- Any necessary background information about the group;
- Relevant organisational documents such as the Mission Statement, constitution/rules, strategic plan, policies, current year-to-date budget, and the most recent annual report;
- Basic biographical and contact information about Board members, and staff (if appropriate);
- Meeting schedule and calendar of upcoming events;
- Introduction to the group's operational and committee structure;
- Information about the Board and Board members' roles and responsibilities.

3. Introductions

The General Manager shall introduce the new member to other members of the Board (and senior staff, if appropriate) as soon as possible after their appointment and seek to involve the member socially in Board activities by organising drinks or dinner and inviting those to social functions.

The General Manager shall consult with the President prior to nominating a member of the Board to act as mentor to the new member.

4. Roles and Responsibilities

The General Manager shall

- Draw the new member's attention to the roles and responsibilities of the Board in general, and the roles and responsibilities they will be expected to undertake as an individual.
- Discuss any concerns they may have

5. Briefing

The President shall take the new member through the minutes of recent meetings and brief them on the issues the Board is dealing with at the moment, or will be looking at in the future.

6. Tour

The President shall invite the new Board member to take a tour of the organisation's facilities and introduce them to staff, volunteers, members and the beneficiaries of the group's services.

The President shall show the new member where the Board meets, where to park their car or access transport, where the kitchen is, where the toilets are, where the photocopier and other office equipment is (and the rules for its use).

Responsibilities

It shall be the responsibility of the Board to appoint a General Manager. It shall be the responsibility of the General Manager to ensure that the materials specified in this policy are prepared and copied and to ensure that the procedures specified in this policy are implemented appropriately.

Authorisation

Signature of Policy Officer:

Name of Policy Officer:

Date

1. Object

This program has been designed for the purpose of inducting new directors of Australian Deaf Sports Federation Ltd (trading as Deaf Sports Australia; “DSA”). It provides a summary of the Board, committees, the business and its activities to assist you to become effective in your role.

2. Company Overview

Deaf Sports Australia (DSA) is a vibrant organisation focussed on facilitating the access of deaf and hard of hearing people to the best sporting opportunities available in Australia.

DSA is the peak body for deaf sport in Australia and currently has a National and State based sports structure. The current membership of DSA is complex due largely to a number of sports attempting to form, the NDSOs and States having affiliates and members that are independent of DSA and similarly, individual members who are often not affiliated to an NDSO or State.

3. Board of Directors

The Board of Directors of DSA is charged with broad objectives of ensuring the legal, moral and effective running of the business is consistent with the vision and strategic plan.

The Board has reserved the following matters for its decision:

- Appointments to the position of General Manager or Director and approval of the appointment of executives reporting to the General Manager or Director;
- Approval of strategy plans and annual budgets;
- Determination of capital and non-capital items in accordance with the approvals framework; and
- Determination and adoption of documents (including the publication of reports and statements to stakeholders) that are required by the Company’s constitutional documents, by statute or by other external regulation.

Subject to the limitations imposed by the Company’s constitutional documents, statute and other external regulations, the Board remains free to alter the matters reserved for its decision.

The Board has established a number of Portfolios to assist in the execution of its responsibilities, and has delegated some of its responsibilities to the Portfolios. The Portfolios assist the Board by focusing on their specific activities, fulfilling their roles and responsibilities, reporting to the Board on decisions and actions taken, and making any necessary recommendations. This is explained further in the following point, Committees.

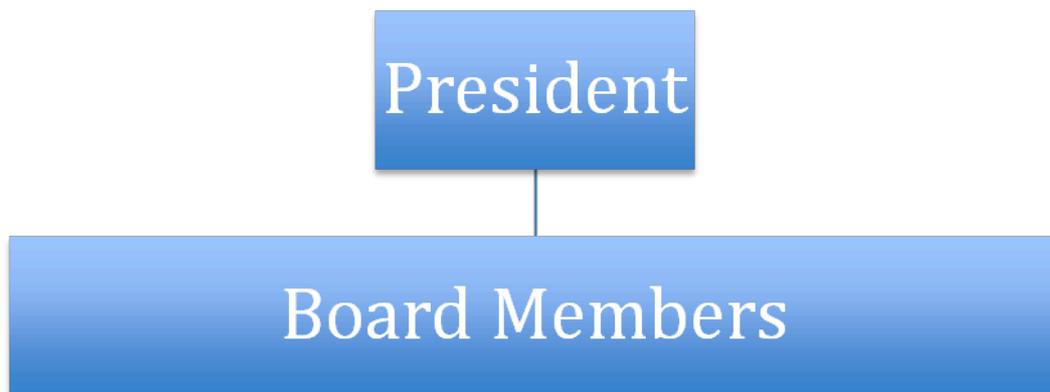
The Board has delegated responsibility for managing DSA’s day-to-day affairs to the General Manager (GM) or Director, and, through him/her, executive management and staff. Executive management is made up of individuals and ad hoc committees.

All Board Members are to adhere to the DSA Confidentiality Policy that in part states that emails and paperwork specific to the strategic and operational matters are not to be on forwarded to 3rd parties

The Board of Directors and key staff and their respective roles are set out below.

Board of Directors

The Board of Directors (BoD) brings together the leader of each Portfolio to provide input into the strategic direction of the Company. In addition, the BoD has a communications and influencing role across the Company and its Portfolios.

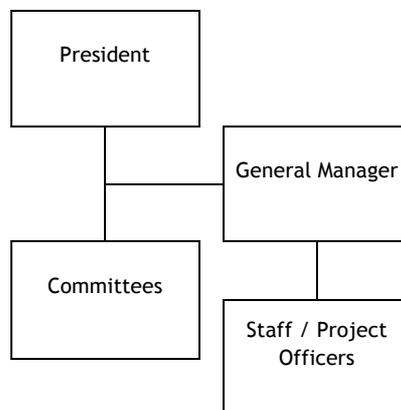


NB: The CEO is also present at all meetings of the BoD to offer information and advice towards the day-to-day aspects of the Company. The CEO is not a member of the BoD and can therefore not vote or contribute as a member.

Office of the General Manager

The Chief Executive Officer or Director has three key functions:

- To make recommendations to the Board in respect of certain matters on which the Board must make decisions;
- To review corporate strategy and performance; and;
- To exercise the authority delegated to it.



Finance and Administration

Role

To assist the Board by focusing on the following activities, reporting to the Board on decisions and actions taken, and meeting any necessary recommendations:

- The integrity of financial statements;
- The appointment, reward, and performance of the external auditor, and the integrity of the audit process as a whole;
- The effectiveness of the systems of internal control and risk management;
- The provision of accurate and effective governance, in compliance with all legislative requirements; and
- The performance and leadership of the internal audit function.

Funding

Role

To assist the Board by focusing on the following activities, reporting to the Board on decisions and actions taken, and meeting any necessary recommendations:

- Maximise corporate sponsorship and budget relieving in-kind support for the DSA Programs.
- Identify suitable funding opportunities from Government and agencies to support the DSA office and programs.

Members and Community

Role

To assist the Board by focusing on the following activities, reporting to the Board on decisions and actions taken, and meeting any necessary recommendations:

- Provide face-to-face interaction with the community through a network of presenters and ambassadors
- Work with other portfolios to ensure DSA messages are being taken to members and community to ensure they are aware of our activities.
- Work closely with our member states and sports to ensure they are compliant with the DSA vision and strategies, as well as legal and ethical requirements

Events

Role

To assist the Board by focusing on the following activities, reporting to the Board on decisions and actions taken, and meeting any necessary recommendations:

- Ensure DSA conduct effective events that provide revenue and eliminate risk
- Provide DSA with opportunities to present sponsors and reward volunteers/VIPs through the staging of events
- Create events that generate revenue to benefit the sustainability of DSA's programs

Sport

Role

To assist the Board by focusing on the following activities, reporting to the Board on decisions and actions taken, and meeting any necessary recommendations:

- Dedicate all activities into categories; High Performance and Participation

High Performance

- Monitor the development of all sporting activities equal to and better than deaf state championship level
- Ensure clear pathways are established to enable deaf people to access sport at elite levels
- Develop relationships with key stakeholders to provide access and assistance
- Use the Deaflympic Games as the timeline bookends

Participation

- Assist NSOs and state deaf associations to conduct activities to encourage participation
- Develop resources to assist hearing clubs and associations to facilitate deaf access
- Encourage former elite athletes to continue in deaf sport through coaching, administration or as a mentor

Communications and Public Relations

Role

To assist the Board by focusing on the following activities, reporting to the Board on decisions and actions taken, and meeting any necessary recommendations:

- Maximise the positive exposure of DSA and its programs through media and other communication mediums
- Provide leadership to the DSA structure on presenting DSA publicly in a positive light
- Service the needs of media and public for up-to-date and news relevant information

4. Business Structure

Our business is organised around advocating, advice, support and facilitation of sporting opportunities for the deaf and hard of hearing community:

1. Continually educating and supporting the mainstream sporting structure to make it deaf friendly and capable of including deaf and hard of hearing people within the structure.
2. Encouraging the deaf and hard of hearing communities to access their regular sporting activity through the existing mainstream sporting structure.
3. Conducting select deaf specific sporting events where appropriate.
4. Ensuring DSA has a sustainable governance and management approach to support its mission and vision over time.

5. DSA - The Company

This is essential material to further educate you about the Company. You may have already received some of this as part of your due diligence process. The essential information is available on the DSA website.

This part of the program is organised into three sections:

SECTION A: Corporate Governance

SECTION B: Nature and business of the Company

SECTION C: Key relationships

SECTION A: Corporate Governance

Available on the DSA website

SECTION B: Nature and business of the Company

- Deaf Sports Australia's Business Plan
- Brief history of the Company

Available on the DSA website

SECTION C: Key relationships

- Australian Communication Exchange
- Australian Sports Commission
- Deaf and hard of hearing community
- Federal and State Government Departments
- Education Providers (Deaf/Integrated/Hearing)
- National Deaf Sports Organisations
- National Sports Organisations
- State Deaf Societies
- State Deaf Sports Associations
- State Deaf Sports Associations and Clubs
- State Sport & Recreation Offices
- State Sports Associations

6. Contact

Should you require any of the “additional information” or to organise and discuss possible meetings, please contact the General Manager:

Post: Ground floor/340 Albert St, East Melbourne VIC 3002

Telephone: (03) 9473-1191 (voice and TTY)

Facsimile: (03) 9473-1122

Email: active@deafsports.org.au