



**A.U.F.O.**  
**COMMITTEE AND CLUB**  
**GOVERNANCE.**



**Governance** is the activity of governing. It relates to decisions that define *expectations*, grant power, or verify performance. It consists either of a separate process or of a specific part of management or leadership processes. Organisations set up a Board or committee to administer these processes and systems.

In the case of a non- profit organization, governance relates to consistent management, cohesive policies, processes and decision-rights for a given area of responsibility. For example, managing at a Board/Committee level might involve for following:-

- Determining the Association/clubs goals and objectives.
  
- Monitoring and reviewing operations
  
- Maintaining financial viability
  
- Develop and approve budgets
  
- Develop guidelines, policies and procedures
  
- Maintain risk assessment and risk management
  
- Ensure regulatory compliance



**It is the expectation of the AUFQ that all Board/Committee members, or Club representative ensure they conduct themselves in an ethical manner.**

**Below are some things to consider when going about you duties:-**

- Ethical – is giving the same consideration to the interest of others as you would give to your own.
- Improper use of information obtained through the association/Club
- Avoid conflict of interest: declare any possible conflict of interest
- Deal with all issues respectfully
- Be honest and maintain confidentiality
- Chair meetings appropriately
- Work with due diligence and transparency
- Open communication channels with all stakeholders
- Act in good faith
- Do not hold information or knowledge in secret where it may be prejudicial to the association/club
- Do not use position for person gain
- Not receiving, requesting or obtaining unjust rewards through association.
- Intentional dishonest behavior can be an offence of criminal negligence.

Responsibility for administration rests with all, so remember to – **delegate!**

### **FRAUD DETECTION/CONTROL**

Opportunity for fraud can be minimized, but not totally eliminated through the implementation of effective control mechanisms and processes.

Processes must be clearly understood by those who are required to implement them and by those who are governed by them.

- Elements of fraud: - Theft of money; Theft of time; Theft of goods/services without payment; Delivery of goods not accounted for; Theft of property due to negligent behaviour with asset register; Overpriced travel and accommodation arrangements.
- Fraud is described in both State and Commonwealth Legislation as a criminal offence through dishonest behaviour to obtain personal gain/benefit.
- You can assume that you have exercised due care and diligence provided that:
  1. You make decisions in good faith and for the right reason
  2. You do not have a material personal interest
  3. You have obtained all relevant information
  4. You honestly believe the decision is in the best interest of the association/club.



## **Managing your meeting**

- Start the meeting on time.
- Ensure participation.
- Encourage the clash of ideas, but discourage the clash of personalities.
- Keep to the agenda.
- Focus on reaching a solution/agreement
- Don't allow members to interject out of turn
- Follow up on action items
- Provide copies of the minutes as soon as it is practicable

## **Making Decisions**

- Never make decisions without all the information
- Never make decisions in haste
- Never make decision under pressure
- Always minute decision/resolution
- Minutes are a binding and legal document
- If in doubt seek legal advice.



If your organization is an Incorporated body and is governed under the Associations Incorporation (Qld) 1992. Committee or committee members or ordinary members of an Incorporated association are not personally liable for any debts of the association.

Board or committee members are personally liable for breaches of State and Commonwealth statutory legislation and regulation.

Acts and regulations are available on the web at the relevant State and Commonwealth Government sites. Amendments are regularly made so it is best to use current information and advices available at these sites.