



Policy – Board Board Charter

Purpose of a Board Charter

According to the Australian Institute of Company Directors a board charter is a governance policy document that clearly defines the respective roles, responsibilities and authorities of the board (both individually and collectively) and management in setting the direction, management and control of the organisation.

Purpose of PDRLA Board Charter

The purpose of the PDRLA Board Charter is as a Board and Board business management tool.

Content of PDRLA Board Charter

It references Board and committee values to ensure a strong culture throughout the Association driven by inclusion, positivity, unity and discipline.

Also mentioned are policies, procedures and guidelines in place that defines, amongst other things, the composition, skills, roles, expectations, functions and processes including those to ensure directors and committee members have the expertise required and are performing at the level needed for the organisation to grow and succeed for its members.

How to use the PDRLA Board Charter

This document provides a transparent view of the Association's culture and administration for members, supporters, affiliates and governing bodies.

It also provides a resource –

1. for organisational planning and leadership,
2. for Board and committee member processes and code of practice,
3. for Board and committee recruitment, induction, communication, grievances and performance review, and
4. for marketing, public relations and fundraising.

Board Values Background

The mission of the PDRLA is -

To provide children and adults with a physical disability the opportunity to participate in a fun, inclusive sport and be a part of the Rugby League family.

As an organisation we are based on inclusion and enjoying, playing and sharing the sport we love. We are affiliated within the Rugby League family (NSW Rugby League) - so it is a given the Board would not only strive to operate PDRLA under the policies and guidelines of Rugby League administration but also their beliefs.

The Board have adopted to manage PDRLA with values that have a foundation in those of the Australian Rugby League Commission – ARLC and National Rugby League - NRL. We believe by working in this way it will provide members with a united, positive and inclusive culture and solid associations within the wider Rugby League family.



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PDRLA Board Values

Inclusion	Positivity
<ul style="list-style-type: none"> Engaging and empowering everyone to feel welcome and valued Allowing all team members to speak and respecting their ideas Reaching out to new participants and supporters Promoting equality of opportunity in all its forms Respecting and valuing diversity in culture, gender, sexuality and social background. 	<ul style="list-style-type: none"> Seeing the opportunity in challenges - harnessing it Valuing the importance of every decision and every action Standing up for our beliefs and empowering others to do the same Standing up and being recognised as a brand ambassador
Unity	Discipline
<ul style="list-style-type: none"> Recognising and respecting our differences while achieving common goals Understanding to regard oversights as learning and growing together Encouraging and inspiring those around us to achieve our challenges with the highest standards Committing to a culture of respect, honesty, and trust Putting the business and members ahead of individual needs and personal agenda 	<ul style="list-style-type: none"> Having the strength to make the right decisions, placing facts ahead of emotion Taking responsibility for your own actions and the impact they have on others, common goals and the brand Persisting to do something despite how difficult it is or how long it takes to achieve. Setting clear goals that we can follow and use to measure our achievements Striving to be the new benchmark and make a difference – innovating

Board Role and Responsibility

Even though the Board are volunteers, the role is taken seriously to guarantee brand integrity and positivity. Also, to meet legal requirements and Rugby League policies, procedures and guidelines. Treating the role professionally safeguards PDRLA's credibility, growth and longevity.

Board effectiveness ensures PDRLA operates proficiently therefore providing members with maximum opportunities.

The duties of a Board member are listed within the following key result areas -

Leadership, Governance, Legal and Ethical issues, Administration, Strategic Planning, Financial Management, Risk Management, Media, Promotion and Fundraising.

Below is a list of Board policies, procedures, guidelines and activities that have been created to assist Board member effectiveness. To aid in delivering effectiveness while performing a role, relevant Board, subcommittee and volunteer documents require the incumbent to sign and confirm they have read and agree with the ethos and/or processes contained.

Defining Governance Roles - Board roles, composition and expectations.

The Board position description/statements and effectiveness quiz is used for Board election and recruitment and makes the applicant aware of the role and performance expectations. They contain the position duties and essential qualities, skills and competencies required to fill the director position.

- Board Position Description - General Member
- Board Position Statement - Chairperson



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- Board Position Statement – Secretary/Public Officer
- Board Position Statement - Treasurer
- Board Position Statement - Vice Chairperson
- Board member effectiveness quiz
- Policy - Board - Board Committees
- NSWRL and NRL Code of Conduct
- Board Induction Kit
- Board Charter
- PDRLA Constitution also mandates Board composition, expectations and roles.

Key Board Functions – central duties of the Board.

The Board participates in a planning day/weekend each October or November with respect to the Strategic Plan and budget - monitor progress, chart actions for the coming year, find paths for innovation and scrutinise risk and compliance.

- Strategic Plan 2019 – 2023
- Policy - Financial - Financial Management
- Board Annual Activity Calendar
- Subcommittee Terms of Reference
- NRL Member Protection Policy and PDRLA volunteer position description
- Memorandum of Understanding with NRL Club stakeholders
- Insurance coverage and injury reporting process and compliance
- Monthly Board meetings to allow consistent and timely decision making

Improving Board Processes – the activities of governance e.g. Board and Committee related policies/processes in relation to meetings including papers, role and function.

- Board Agenda and supporting documents
- Board member and Subcommittee monthly reports tabled at Board meeting
- Procedure - Board - Minute taking and meeting document procedure
- Board Minutes including actions, responsible officer and timeframe
- Policy Procedure Agreement - Board and Subcommittee - Attendance at Meetings
- Policy Procedure Checklist - Board - Board Conflict of Interests
- Policy Procedure Agreement - Board and Committee – Confidentiality
- PDRLA Constitution also mandates Board meeting processes.

Board Effectiveness – processes/documents to ensure directors are effective in undertaking their role.

- The Elected Board Member Nomination Form outlines skills required and sought
- Currency of director insurance coverage
- Board training is reviewed and offered as required
- Both elected and appointed Board members are recruited for a specific expertise required at the time – CVs are reviewed and appointed candidates are interviewed.

This policy has been read and agreed to by –

Board Member's Name and signature

Date -----