



WOODGROUP SA INC

BOARD MEMBER INDUCTION

AN OVERVIEW

www.woodgroupssa.org.au

ABOUT WOODGROUP SA INC

- Woodgroup SA is a formally incorporated association (See constitution attached)
- It carries the status of a state association.
- Its members are the separately incorporated association (known as Clubs), not the individuals within them.
- Members of the Clubs automatically become “affiliate” members of Woodgroup SA.

THE ROLE OF WOODGROUP SA INC

- Woodgroup SA Inc does not deliver programs and activities for leisure woodworkers. It is established to support the Clubs by coordinating statewide activities and events, providing services that assist the clubs manage their operations and act as an intermediary when a Club requires assistance with a program, service or administration matter.
- It also has a role to play in establishing new clubs in South Australia and on behalf of clubs interpret and advise them where appropriate about legislative matters.
- Woodgroup SA does not intervene in the day to day affairs of a Club unless asked to do so.

THE BOARD

- The Board is responsible for the governance of the association i.e. developing policy and ensuring the health and well being of the organisation as well as providing services that meet the needs of the members i.e. the clubs.
- Each member is entitled to at least one position on the Board and currently is encouraged to nominate two plus a proxy. Each appointment is of twelve months duration and Board members are appointed at the Annual General meeting. A member must have at least one representative at each Board meeting.
- Constitutionally the Board must meet at least twice per year and generally meets three times.
- The President of the Board is the only position elected by the members at Woodgroup SA’s Annual General Meeting. Any financial affiliate within the broader network of Clubs can be elected to this position.
- The positions of Vice President, Secretary and Treasurer can similarly be filled by affiliates but are elected and appointed by the Board.
- An Executive Committee made up of the President, Vice President, Secretary & Treasurer is empowered by the Board to manage its day to day affairs within the rules of the association, policies, budgets and guidelines decided by the Board.
- The Executive Committee can appoint Board members, sub committees or individuals to assist it with project work or managing the affairs of the association.

BOARD MEMBERS

- Being a Board member is different to that of being on the Management Committee of a Club in that the Board does not deal with the day to day issues of delivering activities that meet the needs of a group of individuals. A Board member needs to show leadership, specifically at the Club level, and be able to elevate and broaden their thinking, opinion and attitude to encompass matters that impact and benefit all clubs as well as the state body.
- A Board Member is a responsible position within the association as he or she is part of a team that decides Board policies and dictates its future, its finances and programs. Decisions of the Board are largely influenced by the Clubs through their representatives on the Board. This means that the Clubs are making the decisions, not the individuals, a point often misunderstood by Club members
- Board members are encouraged to offer constructive debate on matters presented for resolution and needs to understand that as part of the decision making team they are expected to fully support all resolutions of the Board irrespective of the way they cast their vote at the time the resolution was carried.
- The role of a Board member is an important one as they are a communicator between the Board and the Club, keeping it and its members informed about Board decisions and activities and ensuring that clubs consider matters placed before them in timelines provided. The Board requires a board member to drive the Board agenda within their Club.
- The Board requires Board members to take an active role in ensuring that Clubs and subsequently affiliates are educated about the role of Woodgroup SA and keep them informed on matters affecting them. A Board Member needs to position themselves within their Clubs so that they are informed and can vote on behalf of their Club when motions are put at a Board meeting.
- The Board considers that continuity of Club representatives at Board meetings is important and beneficial to the association. A Board member is expected to tender an apology for non attendance at Board Meetings.

MEMBERS

- To join the association an interested body must subscribe to its aims and objectives, adopt its draft constitution, maintain incorporation, provide at least one but can have two representatives on the Board, participate in the Woodgroup SA public and product liability insurance and sign an agreement between the two parties.
- Clubs are responsible for the delivery of programs and activities for leisure woodworkers.
- Woodgroup SA is unique in that its structure offers an affiliate of one club (their home club) to participate in the activities of another (their secondary club) under their rules but does not give them voting rights in the latter. To hold voting rights in any club they need to become an ordinary member of that club.
- An affiliate through their “home” Club shall pay the capitation fee and insurance levy only once irrespective of how many clubs they are financial members of..

VOTING

- When it comes to voting at the Board room table it is the Clubs that hold voting powers.
- Each Club receives one vote plus a loading of an additional vote per 10 financial members based on financial numbers declared at the 30th September each year.
- Voting numbers for each Club are declared at the Annual General Meeting.
- It is legal for the association to use the internet to canvass votes to reach a resolution between formal Board meetings.
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COMMUNICATIONS.

- The internet is the prime focus for communicating within the association and its members.
- Communications within a large Board is not simple and generally the following rules apply:
 - Documentation of a nature that involves the Board in discussion or decision-making will be forwarded to the delegates who assume the responsibility for actioning it within their respective Club.
 - Official documentation referring to process or policy not requiring a decision of the Board will be forwarded to the Secretary of all clubs. To ensure communications are received they are copied to the President or another contact person nominated by a Club.
 - Minutes of Board Meetings are circulated to delegates who are responsible for distributing them to their Clubs.

MEETINGS

- Meetings are planned to be held on a Saturday in months that have five to avoid Board members having to forego Club activities to attend Board Meetings. It needs to meet in May to consider and approve the yearly budget and again in November when it must hold its Annual General Meeting.
- Generally if a matter is to be raised at a Board Meeting it needs to be notified in advance of the meeting so that it gets onto the agenda and delegates have the opportunity to consider it before the meeting.
- The Secretary calls for agenda items about six weeks in advance of the Board Meeting. This allows it to circulate discussion papers, notes or information to delegates so that they can come to the Board room table informed about their Clubs position. Generally four weeks lead up is allowed before matters are discussed giving all Clubs the opportunity to meet within that time cycle.
- Only items on the Agenda will be decided at a Board Meeting.
- At each meeting the Agenda includes a general discussion segment where clubs can discuss topics, without notice, for future consideration but no decision will be made. Often Board members need the opportunity to be able to take issues back to their Clubs for discussion before they can vote on a motion.

POLICIES OF THE BOARD.

Policy has been developed for the following topics and copies are attached:

- Appointment of Sub Committees
- Communications and Meetings
- Exhibition Committee
- Finances
- Newsletter
- Property & Equipment
- Website
- Organisational Structure.

These policies are regularly reviewed and Board members need to familiarize themselves with each of them.

STRATEGIC PLAN.

- The association plans in consultation with its members in three yearly cycles and maintains a strategic plan that sets its future direction.
- This plan is managed by the Executive Committee that needs members of the Board and Clubs to contribute time and effort to implement the actions contained therein.

SUB COMMITTEES

- Sub committees are a must in an organisation having to manage its affairs on voluntary time and effort.
- Board Members are asked to give of their time to serve on short or longer term sub committees for specific purposes.
- In the associations structure many needs for action are short term, perhaps just a month or three months.
- The skills and expertise required to manage the association at the state level are broad and it is improbable that all of these specialists will be found among those few people in official positions.
- Sub committees are appointed, supervised and terminated by the Executive Committee.

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