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WOODGROUP SA INC

POLICY/GUIDELINES

COMMUNICATION/MEETINGS

BACKGROUND

In elevating the organization to a state level with incorporated clubs as its members the Board of the association is large, meets infrequently and board members are widely geographically dispersed. The Board is supported by a Management Committee to assist with the implementation of its policies and assist with the management of the association.

With a board of twenty six members representing eleven member clubs, communicating and decision making needs to be speedy, efficient and cost effective. Organizations in the structure are managed by unpaid administrators and policies and procedures that minimize the amount of time and effort they contribute to managing the association is an important consideration in setting policy.

Modern electronic technology has vastly improved the speed and ease of communicating with a number of parties simultaneously. Using electronic communications does have its risks e.g. network provider performance, computer operating and software versions used, emails not arriving, individual's availability to receive them, timeliness of responses etc but is widely considered the speediest and most effective means of moving information quickly between multitudes of people.

POLICY/PROCEDURES

1. GENERAL COMMUNICATIONS

- 1.1. It is the policy of the Board to use electronic technology i.e. email as its primary means of communicating with members of the Board and members of Woodgroup SA Inc. i.e. the member clubs.
 - 1.1.1. Involved parties at all levels in the structure are responsible for opening their email regularly to receive communications.
 - 1.1.2. While response times must be variable depending on the nature of the topic/issue to be resolved etc a minimum of 7 days will be allowed for a response to requests.
- 1.2. When using email, at all levels in the organization, "Woodgroup SA Inc" shall be the opening phrase used in the subject line of all emails.
- 1.3. A "return receipt" is to be requested by the sender and given by the receiver on all emails.

2. BOARD MEETINGS

2.1. BY EMAIL:

- 2.1.1. The Board has adopted the policy that extra ordinary meetings of the Board can be held using email technology.
- 2.1.2. For a delegate to be considered in attendance they will need to acknowledge their attendance by sending a "return receipt"
- 2.1.3. Where a receipt is not sent delegates should not expect any further follow up. The constitution suggests that in these circumstances a delegate can be

categorized as “not in attendance” and ultimately the Board could remove such delegates if it wished to pursue the matter.

- 2.1.4. Where appropriate delegates should communicate with their fellow delegates when they receive an email from the Board.
- 2.1.5. Because the constitution determines that only one delegate is needed to attend a meeting to cast a club’s vote. It is reasonable for the Board to expect that a Club’s vote will be cast in such circumstances.
- 2.1.6. When a vote is called a closing time will be given. Clubs not responding to the vote by the nominated closing time can be considered not to have voted.

.2 MEETINGS IN PERSON

- .2.1 The Board sets a policy that its meetings wherever possible should be held on the fifth Saturday in those months that have one thus causing minimal disruption for delegates involved in their club’s programs.
- .2.2 Where financially viable meeting locations could be shared between the metropolitan and regional areas of Copper Coast, Clare and Barossa Valleys.
- .2.3 Minutes of Board meetings will be distributed to the delegates who will be responsible for passing them onto their respective club.
- .2.4 Only items listed on the Agenda of each meeting shall be discussed at the meeting.
 - .2.4.1 Agenda Items on Notice can be put forward at a Board meeting.

.3 CORRESPONDENCE AND COMMUNICATIONS

- .3.1 Official documentation referring to process or policy not requiring a decision of the Board would be forwarded to the Secretary of all clubs.
- .3.2 Documentation of a nature that implicates the Board in discussion or decision-making will be forwarded to the delegates.

3rd March 2008