



Victorian Croquet Association Inc.
A0001560E ABN 91 903 271 264
trading as Croquet Victoria

DIRECTOR POSITION DESCRIPTION

Currently, the role of the Victorian Croquet Association Inc (VCA) Director is defined across four or five approved VCA documents, including the VCA Constitution. This Position Description aims to utilise the current definitions, as they are, and to combine them into one position description that is clearly understood by the VCA Councils' Directors.

From the VCA Constitution:

"Director" means a member of the Council and includes the Regional Directors and Committee Members.

"Regional Director" means a member of the Council appointed by the Regional Association in accordance with Rule 23.3.

23.3 Regional Directors

- (a) Each Regional Association shall appoint one Regional Director.
- (b) A Regional Director shall be appointed for a term of two years, which shall commence from the conclusion of the Annual General Meeting. The Regional Directors shall be appointed in alternate years with half the Regional Directors being appointed in odd years and half of the Regional Directors appointed in even years. The Council shall determine which Regional Associations shall appoint the Regional Directors in odd years and which Regional Associations shall appoint the Regional Directors in even years.
- (c) Each Regional Association shall advise the Secretary of its appointed Regional Director within twenty one days prior to each Annual General Meeting.
- (d) A Regional Director must be an Individual Member.
- (e) A Regional Director may be a Delegate.
- (f) In the event of a casual vacancy in the office of any Regional Director, the Regional Association may appoint an Individual Member to the vacant office until the expiration of the Regional Director's term in office.

"Alternate Regional Director" means a person appointed by the Regional Association in accordance with Rule 23.4.

23.4 Alternate Regional Directors

- (a) Each Regional Association shall appoint one Alternate Regional Director.
- (b) Rule 23.3, with any necessary or incidental amendments, shall apply to the Alternate Regional Directors.

- 1. POSITION TITLE** **VICTORIAN CROQUET ASSOCIATION INC DIRECTOR**
- 2. REPORTS TO** VCA Annual General Meeting.
- 3. STATUS** Appointment of Directors elected by the VCA Annual General Meeting is for a term of two years, which shall commence from the conclusion of the VCA Annual General Meeting.
The President, Treasurer and two ordinary Committee Members shall be elected in each year of odd number and the Vice President, Secretary and two Committee Members shall be elected in each year of even number. The position of the Immediate Past President is limited to a maximum of two years.
(Rule 24.4 Terms of Appointment)
- The Regional Directors are appointed in alternate years with approximately half the Regional Directors being appointed in odd years and half of the Regional Directors appointed in even years. *(See Annex A -Appointment Schedule)*
- 4. CONTEXT**
- A.** VCA is the peak body responsible for the development of croquet across member clubs and regions in Victoria and southern NSW.
- B.** VCA is governed by a Council, which consists of the Committee of Management members and the Regional Directors, all of whom are Directors of VCA. The Council shall meet as required, but shall meet on at least six occasions, controls and manages VCA's business and affairs.
- C.** All Directors attend Council meetings, which are held bi-monthly, currently (2017) on the third Monday of the month (February, April, June, August, October and December).
The Committee of Management transacts all business of the Association between Council Meetings and General Meetings. Members attend bi-monthly Committee of Management Meetings, currently (2017) held on the third Tuesday of the month (January, March, May, July, September and November). The Powers of Committee are set down in Rule 24.1 of the VCA Constitution.
- 5. VCA VALUES** VCA is committed to the values of the Australian Croquet Association Inc, including:
- A.** Respect for the rights, dignity and worth of others.
- B.** Being fair, considerate and honest in all dealing with others.
- C.** Being professional in, and accept responsibility for, your actions.
- D.** Making a commitment to providing quality service.
- E.** Being aware of, and maintaining an uncompromising adherence to, croquet's standards, rules, regulations and policies.
(ACA Member Protection Policy Part D – Role Specific Codes of Conduct)
- 6. VCA's DIRECTORS' VALUES, exercised through Council**
- A.** The Council recognises the importance and value of Council diversity.
- B.** The Council and its members are expected to promote and encourage equity and inclusiveness throughout the organisation and consider age, gender, cultural background and people with a disability in decision making.
- C.** Directors are expected to act honestly and in the best interests of the members as a whole and not to represent individual constituents.
- D.** Directors are expected to contribute to a positive Council behaviour and culture by showing respect for other Council members' opinions and allowing each member a fair and equal opportunity to contribute to discussion / decision making.
- E.** Directors are expected to disclose actual/potential conflicts of interest and to stand aside during discussion & resolution.
- F.** Directors are expected to behave responsibly particularly regarding confidential information.
(VCA Code of Conduct)

7. PURPOSE AND OBJECTIVES OF THE VCA DIRECTOR POSITION

PURPOSE:

- A. To work with other Directors to assist the President, Vice President, Secretary and Treasurer in the execution of their roles and responsibilities. *(VCA By-Laws 7.6)*
- B. To ensure and actively promote ethical behaviour and decision making. Council members are expected to act with integrity to ensure that the reputation of Croquet Victoria is managed, protected and enhanced. *(VCA Code of Conduct)*

OBJECTIVES:

- C. To work with other Directors to achieve the current Strategic Plan, and to monitor and support progress towards the objectives of the Plan.
- D. To work with other Directors to generate new or increased income streams
- E. To participate in the development and implementation of a VCA Business Plan that supports and guides the Council and CoM in their work
- F. To work with Regional clubs to assess how they are aligning themselves with the current VCA Strategy, and ensure that the clubs have access to required resources
- G. To further develop the 3-way communication channels between the CoM, Council and Regional Clubs.

8. DIRECTORS' RESPONSIBILITIES

- A. Directors are required to comply with the following legal duties including to :
 - I. act in good faith and for a proper purpose
 - II. exercise due care and diligence
 - III. ensure the organisation does not continue to carry on its business whilst insolvent
 - IV. meet the requirement of various federal and state laws that directly impact on the organisation
- B. Directors are expected to review Council papers before Council meetings and acquaint themselves with the issues confronting the Council, and to use the information to make informed decisions on behalf of Croquet Victoria.
- C. Directors are expected to be able to use electronic devices to produce Regional Reports and access electronic information when required to do so. (Assistance/training will be provided by the VCA, if requested).
- D. Regional Directors are specifically responsible for reporting to Council on achievements, issues and concerns in their Region, so that Council decisions are informed by knowledge of the state of croquet across the regions.
- E. Provide Curriculum Vitae to the VCA website.

9. SKILLS AND EXPERIENCE

- A. Preferably relevant experience and proven ability in committee work, especially in Executive, Senior or working group roles.
- B. Ability to use social media as a way of promoting croquet and clubs
- C. Effective written and verbal communication skills, including the preparation of electronic reports (training will be made available if required)
- D. Organisational and planning skills, including the ability to work under pressure and to deadlines
- E. Ability to become a 2 or 3-way communication channel for the Region
- F. Enthusiasm and willingness to co-operate.
- G. Understanding of croquet as a sport (even if not a current croquet player)

10. VOTING RIGHTS Each Director present at a meeting of the Council is entitled to one vote and in the event of an equality of votes on any question, the chair may exercise a casting vote.

Where an appointed Regional Director is also a Committee Member, that Director has only one vote at Council Meetings.

(VCA Constitution Rule 26.3 (c))

**Annex A to
VCA Director Position Description**

Region	Even Year	Odd Year
Ballarat & District		X
Bayside	X	
EMCA		X
Geelong	X	
Goulburn Valley		X
Gippsland	X	
MVCA	X	
NDCA	X	
NEDCA		X
SEMCA		X
SWCA		X
WMCMA	X	
Wimmera	X	