



Accountability

Accountable to the NZDG members and to the NZDG constitution.

Accountable to each of the board members and the group as a whole.

NZDG Policies and Procedures.

Incorporated Societies Act and Privacy Act

Responsibility

Communicate with respect and professionalism.

Exercise honesty, integrity, and confidentiality.

Work as a team to meet deadlines and share workload as necessary.

Roles

Understand your job so you can stay in your lane.

Understand other director's jobs so you can assist where necessary when asked to switch lanes.

Be a good person (make good moral decisions!).

8 Role of the Board

8.1 Subject to this Constitution, the role of the Board is:

- (a) to administer, manage and control the Association;
- (b) to carry out the purposes of the Association, and use money or other assets to do so;
- (c) to manage the Association's financial affairs, including approving the annual financial statements for approval by Members at Annual General Meetings;
- (d) to set accounting policies in line with generally accepted accounting practice;
- (e) to delegate responsibility and co-opt Members to the Board as necessary;
- (f) to ensure that all Members follow this Constitution;
- (g) to recommend how a person becomes a Member of the Association, and how a person ceases to be a Member;
- (h) to decide the dates and times for Annual General Meetings and Special General Meetings, and to set the agenda for such meetings;
- (i) to decide the procedures for complaints;
- (j) to set membership fees, subscriptions and levies;
- (k) to make rules, regulations and Bylaws as it sees fit.

8.2 The Board has all of the powers of the Association, unless the Committee's power is limited by this Constitution, or by a majority decision of Members at an Annual General Meeting or Special General Meeting.



8.3 Decisions of the Board bind the Association, unless the Board's power is limited by this Constitution or by a majority decision of Members at an Annual General Meeting or Special General Meeting.

9 Roles of Board Directors

9.1 The Chair is responsible for:

- (a) ensuring that the Constitution is followed;
- (b) convening Meetings and establishing whether or not a quorum is present (half or more of the Board at Board meetings; 15 or more Members at a Meeting of the Association);
- (c) drawing up and managing the agenda of Meetings;
- (d) chairing Meetings, deciding who may speak and when;
- (e) overseeing the operations of the Association;
- (f) providing a report on the operations of the Association at each Annual General Meeting;
- (g) representing the Association to national bodies (e.g. government, media, sponsors), unless otherwise delegated;
- (h) setting and guiding plans and strategies of the Association, seeking approval from the Board and Members as appropriate;
- (i) helping to ensure that other Directors and Non-Executive Officers have appropriate resources and support for their roles;
- (j) to provide leadership in difficult or unforeseen circumstances.

9.2 The Secretary is responsible for:

- (a) recording the minutes of Meetings;
- (b) keeping the Register of Members, and ensuring it is up to date;
- (c) being the custodian of the Association's records, documents, standing policies and books except those required for the Treasurer's function;
- (d) ensuring that all correspondence is received and replied to in a timely manner as required by the Board;
- (e) forwarding the annual financial statements for the Association to the Registrar of Incorporated Societies upon their approval by Members at an Annual General Meeting;
- (f) advising the Registrar of Incorporated Societies of any changes to this Constitution;
- (g) ensuring that all registrations of the Association, and relative fees, are up to date;
- (h) liaising with national and international sports associations, federations and similar bodies, unless otherwise delegated;
- (i) overseeing elections at Annual General Meetings and Special General Meetings.

9.3 The Treasurer is responsible for:

- (a) keeping proper accounting records of the Association's financial transactions to allow its financial position to be readily ascertained;
- (b) preparing annual financial statements for presentation at each Annual General Meeting (these statements should be prepared in accordance with the Association's accounting policies);
- (c) providing a financial report at each Annual General Meeting;
- (d) ensuring that amounts owing by the Association, and amounts owed to the Association, are promptly paid and received;
- (e) providing financial information to the Board as determined by them;
- (f) recommending accounting policies to the Board;
- (g) ensuring that the Association is financially and fiscally compliant with all relevant legislation and regulations;
- (h) managing the Association's banking relationships.

9.4 The Deputy Chair is responsible for:

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- (a) deputising for the Chair when he or she is not available;
- (b) fundraising and sponsorship (both for the Association and on behalf of Affiliated Clubs);
- (c) encouraging and supporting the growth and development of the game;
- (d) liaising with Affiliated Clubs, ensuring that their views are represented to the Board, and that they receive appropriate support from the Board and the Association;
- (e) encouraging the formation of local disc golf clubs in New Zealand, and providing guidance and support to them;
- (f) setting conflict of interest policy (seeking Board approval as appropriate), and handling specific conflict of interest cases;
- (g) overseeing disciplinary policy and processes.

9.5 The Tour Director is responsible for:

- (a) creating and managing the annual calendar of Tour and other events in New Zealand;
- (b) sanctioning Tour events on application by tournament directors; inviting proposals for the running of tournaments and events owned by the Association or carried out in its name;
- (c) ensuring that Tour events are conducted in accordance with agreed policies and guidelines;
- (d) helping to ensure that tournament directors receive appropriate technical assistance;
- (e) proposing, updating and communicating NZDG policies relating to Tour events;
- (f) ensuring that the results of Tour events are reported with timeliness and accuracy, and that the appropriate databases are updated (e.g. National Tour standings, PDGA);
- (g) guiding the Board with regard to policy and strategy for Tour and other events, including policy and strategy related to growth.

9.6 The Outreach Director is responsible for:

- (a) researching outreach, education, training and coaching initiatives and making them available to the Association and Affiliated Clubs;
- (b) proposing strategy and policy relating to outreach and education to the Board;
- (c) implementing such strategy and policy as agreed by the Board;
- (d) securing funding for specific outreach and education initiatives, both nationally and locally;
- (e) educating Members, players and the public about disc golf safety.

9.7 The Communications Director is responsible for:

- (a) ensuring that the views of Members are properly represented to the Board;
- (b) acting as a first point of contact for Members with queries and ensuring that these queries are responded to in a timely manner;
- (c) proposing and managing the Association's communication policy to Members and non-Members;
- (d) managing the Association's website, Facebook page and similar;
- (e) assisting the Chair, other Directors as appropriate, and Affiliated Clubs in their dealings with media;
- (f) making recommendations to the Board to ensure that Membership of the Association remains a valid and worthwhile proposition.

9.8 It is expected that Directors will attend every board meeting, apart from in exceptional circumstances, prepare thoroughly for board meetings, be involved in additional meetings and governance related activities, and contribute fully at board meetings.

9.9 Unforeseen tasks and projects will arise that do not fit neatly into any Director's portfolio of responsibilities. It is expected that all Directors will willingly take on such issues according to the needs of the Association and the current workload of the Board.