

SAISA COUNCIL OPERATIONAL STRUCTURE PROPOSAL

EXPLANATORY NOTES

Preamble

The current Constitution is in the process of review. The Constitution will hopefully be revised this year, to be in line with more current governance models and to recognize changes in legislation over the past decade that affect incorporated associations.

It is preferable to revise the whole Constitution at one time rather than make a series of 'band-aid' changes that still require lodgment with OCBA and fees to be paid each time.

The proposed management model has been developed in discussion with the Office for Recreation and Sport, which has a general charter to improve management in all sporting bodies in SA. To that end, apart from providing advice, ORS also has certain requirements that must be met before grant funding is obtained.

In principle, it means that the Council will continue as such, but for day-to-day operations, the Council will be known as the SAISA Board and Council members will be known as Directors.

The proposed changes are therefore presented for consideration on the basis that early adoption at this AGM will allow any fine-tuning to be made as part of the Constitutional Review process during the coming months. The changes are to do with the way the Council manages and presents itself, whilst continuing to meet the requirements of the current Constitution.

Proposal (Special Resolution under Cl 17 of the Constitution)

“That:

- 1 it is noted that the SAISA Council remains the governing body of SAISA; and**
- 2 the SAISA Council shall henceforth be known for operational purposes as the SAISA Board; and**
- 3 the SAISA Board shall have all the powers, rights and responsibilities of the Council; and**
- 4 the Directors of the Board be those elected Officers and Council Members of the Council, together with up to 2 appointments by the Board and a delegate from each affiliated Club**

with immediate effect”

Discussion

The purpose of the proposal is to change the way the Council operates, to more closely align with current preferred practice governance arrangements for associations.

The following table explains the structure under both scenarios:

Current Council structure	Proposed new structure (the Board)	Comment/Continuing Members
Elected Officers and Councillors	Elected Officers and Councillors (the “Directors”)	
President	President/Chairperson	Reina O’Connor
Vice-President*	Vice-President/Director*	Vacant
Secretary*	Secretary/ Director*	Vacant
Treasurer	Treasurer/Director	Tara O’Connor
Council Member*	Council Member/Director*	Vacant
Council Member*	Council Member/Director*	Vacant
Council Member	Council Member/Director	Danielle Feleppa
Council Member	Council Member/Director	Chelsea Skene

Positions to be declared vacant and subject to election at this AGM are shown above in bold*

Non-elected Councillors	Non-elected Councillors	Nominated by Club
Club Delegate	Club Delegate/Director	
Club Delegate	Club Delegate/Director	
Appointed Councillors	Appointed Councillors	If required
Council Member	Council Member/Director	
Council Member	Council Member/Director	

In the current arrangement, the four Officers have traditional roles. Council Members undertake a range of other responsibilities as determined from time to time. Note that all Council Members are currently elected as ‘generalist’ members.

All officers, members and delegates have equal voting rights in the current model.

In the proposed structure, the President remains as the ‘head’ of the Council, the Treasurer/Director retains responsibility for finances and the Secretary retains responsibility for being the ‘mail-box’ and records manager for SAISA.

All officers, members and delegates have equal voting rights in the new model.

The principle change is that each of the other Directors will become responsible for ‘Portfolios’ of activity, according to skills, experience and knowledge. The three Officers (above) may elect to take on certain other Portfolios as well as their traditional ones. In time, it would be expected that Portfolios become more ‘clustered’ (ie compatible ones are grouped together) and SAISA members might then stand for election for Portfolios of their choosing or to remain ‘generalists’ and assume Portfolios after the election.

The proposed Portfolios are:

Portfolio	Included activities
Registrar	manage applications and database, assist Secretary
Minutes Secretary	manage Minutes and prepare action/responsibility schedules following decisions
Volunteer Coordinator	manage sourcing, training and allocation of volunteers
Policy	generate policies and procedures for consideration; liaise with SportSA, the board, and Advisors
Constitution Development	manage the Constitution update and liaises with the board and advisors)
Strategic Planning	development of a 4-5 year rolling strategic plan
Risk Management	provide advice, maintain handbook and liaison with ISA on RM issues
Media Liaison, spokesperson	Liaise with media and respond to contacts by media
Webmaster	liaise with board to manage website
Judge and Test Convener	liaise with judges and organise Test sessions
Competition Coordinators:	
• Ice Arena	liaise on timetables and assist at States and SASkate
• Noarlunga	liaise on timetables and assist at States and SASkate
Competition Convener	
• State Championships	manage the event
• SA Skate	manage the event

Other Responsibilities

Councillors – in either model – also assume other responsibilities. These tasks are allocated according to circumstance.

Activity	Detail
Health	including ASADA, asthma, first aid, contact for ISA
Member Protection	need not be from Board but must be trained
Child Protection	need not be from Board but must be trained
ISA Delegates (3)	
Ice Sports Federation delegates (2)	
ORS liaison	
Delegates to Office for Recreation and Sport	required as a condition of grants
State Coach and Officiating Network (SCON)	a condition of the StEP Stream 1 grants
Recreation & Sport Development (D-Net)	to attend D-Net meetings
Harassment Free Sport/Member Protection Policy Representative	usually the MPIO
Disability Development Officer (A-Net) Representative	if applicable
SA Olympic Council	delegate
SportSA	delegate

Induction

As part of increasing our ‘professionalism’, there needs to be an induction process to ensure all directors have:

- an appropriate level of knowledge of the framework in which SAISA operates (International, National, State, Club as well as legislation)
- a clear understanding of SAISA’s scope of operations
- a clear understanding of SAISA’s financial circumstances
- a clear understanding of SAISA’s strategy and direction
- a high-level knowledge of the risks that may affect SAISA’s success
- access to relevant background information.

Advisory Panel

Whilst not directly related to the proposal, Council has determined that it will appoint mentors and experts to an Advisory Panel to assist with the continuing development of governance within SAISA. Appointments will be either on a 12 month basis or on an ad-hoc basis, according to circumstance.

Recommendation

The Council recommends the acceptance of the Proposal as an important first step towards better management of SAISA.