

# QSPORT BOARD RESPONSIBILITIES GUIDE

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The Sports Federation of Queensland Incorporated hereafter referred to as QSport is the government recognised industry peak body for organised sport in Queensland. QSport is an independent collective of mainly State sporting organisations which are representative of their activity throughout Queensland. The mission of QSport is to enhance the development of sport in Queensland.

The object of QSport is to promote and sustain interest in the development of organised sport in the State by:

- providing members with forums for the exchange of information, advice and assistance, where appropriate formulating policies on any subject pertaining to sport by the collection and collation of the views of members and presenting both the majority and minority view to any other organisation, institution or body governmental, semi-governmental or otherwise as appropriate
- assisting in the coordination of broad, long term planning for sport in the State
- assisting in the coordination of optimum use of sports facilities and other sporting resources in the State
- seeking and identifying direct or indirect funding sources which could be made available for the development of sport in the State, aiming to ensure that these funds are put to their most effective use
- promoting the role of QSport and sport by, amongst other things, the establishment and presentation of awards of merit or any similar form of recognition for skill, service and ability

QSport is analogous to the Sports Federations of other Australian States and Territories which collectively comprise the Australian State Sports Federations Alliance (ASSFA).

## Board Responsibilities

The QSport Board is elected by QSport members to plan, program and govern the affairs of the Sports Federation of Queensland.

### **Responsibilities of Board Members:**

- Possess an understanding of the roles and activities of QSport.
- Represent the interests of all sporting organisations to the best of your ability.
- Represent (where appropriate) the views and needs of your respective Sport Group to the best of your ability.
- Report (where appropriate) to your respective Sport Group on decisions made by the QSport Board.
- Report to the QSport Board on participation in activities as a QSport representative.
- Participate in QSport convened activities including all scheduled Board meetings.
- Perform designated duties in an honest and accountable manner.
- Perform designated duties in the interests of QSport.
- Maintain confidentiality of information provided as deemed necessary.

# Executive Positions

As per Section 7(7) of the Sports Federation of Queensland Constitution, the Board shall elect from within the Directors a Chairman, Deputy Chairman and Treasurer at the first meeting of the Board following the Annual General Meeting.

## **Chairman**

The duties of the Chairman are:

- Preside and chair all Board and General Meetings of QSport to see that business is conducted in a proper manner.
- Generally oversee the well being and objects of QSport.
- Attend all meetings of QSport and of the Board and vote as a member thereof and if he/ she should preside as the chair he/ she may exercise a deliberative as well as a casting vote.

The Chairman has a role to ensure that the Board operates effectively as governors of QSport and that at meetings, the Board remains focused on its governance role and that the meetings are conducted in an effective manner.

## **Deputy Chairman**

The duties of the Deputy Chairman are:

- In the absence of the Chairman, perform those duties required of the Chairman by the Constitution.
- Perform such other duties as the Chairman of the Board may from time to time require.

## **Treasurer**

The duties of the Treasurer are:

- Receive all moneys due to QSport, to pay the same into the Accounts of QSport with QSport's Bankers and to give receipts therefore.
- Pay all accounts passed by the Board by cheque signed by two (2) Directors, or the Chief Executive Officer and one Director, as authorised by the Board.
- Enter a proper record of QSport's transaction in such books as the Board shall direct him/ her to keep.
- At time to time as required by the Board, present a statement at each Board meeting showing the state of QSport's finances and a record of all moneys received and disbursed since the presentation of the last previous statement and record and to produce QSport's bank books and cheque books.
- Produce at each Annual General Meeting audited statements of receipts and disbursements for the financial year and a balance sheet showing any assets and liabilities of QSport as at the last day of the Year last past.
- In conjunction with relevant Officers, prepare annual budgets for QSport.
- Delegate such of his/ her powers and authorities as he/ she may think is fit to any person save and except the authority to countersign cheques on behalf of QSport.