



Ice Hockey New South Wales Board Charter

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Policy Coverage:	Governance document that defines the roles, responsibilities, and operational framework of a board of directors of Ice Hockey NSW.
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1 Introduction

- 1.1 This Board Charter outlines the roles, responsibilities, and governance framework for the Board of Directors of Ice Hockey NSW (IHNSW).
- 1.2 The Board is committed to promoting, facilitating, and controlling the sport of ice hockey in New South Wales, with the aim of elevating it to a headline sport of international standard.

2 Purpose and Objectives

- 2.1 The purpose of the Board is to ensure effective governance and strategic direction of Ice Hockey NSW, working toward the following objectives:
 - 2.1.1 *Facilitate Growth*: Support the expansion of the sport throughout metropolitan and regional NSW.
 - 2.1.2 *Service Delivery*: Provide a comprehensive range of services to affiliated clubs and members to foster development.
 - 2.1.3 *Training and Development*: Ensure appropriate training for all players and officials at all levels.
 - 2.1.4 *Safety and Enjoyment*: Promote a safe and enjoyable playing experience for all participants.
 - 2.1.5 *Encourage New Clubs*: Facilitate and encourage the formation of new clubs to broaden participation.
 - 2.1.6 *Promote the Sport*: Increase the visibility and profile of ice hockey in the NSW market, including private and corporate entities.
 - 2.1.7 *Good Governance*: Demonstrate a commitment to good policy-driven corporate governance, ensuring accountability and transparency.

3 Board Structure and Composition

- 3.1 The Board will consist of directors with diverse expertise and backgrounds, with the goal of ensuring comprehensive governance oversight and strategic direction for the sport of ice hockey in NSW.
 - 3.1.1 *Composition*: The Board will consist of directors, including positions for a President, Vice-President, Treasurer, Secretary and other directors as necessary to fulfill the functions of the Board.
 - 3.1.2 *Term of Office*: Directors will serve a term as set out in the Constitution with the opportunity for re-election in accordance with the governance policies of Ice Hockey NSW.
 - 3.1.3 *Appointments*: Directors will be appointed through the provisions stipulated in the Constitution.

4 Independence of Directors

- 4.1 Directors are free from any interest and any business or other relationship which could, or could reasonably be perceived to, materially interfere with the director's ability to act in the best interests of the organisation.
- 4.2 The Board shall regularly assess the independence of each Director in light of the interests disclosed by them.
- 4.3 Each Director must provide the Board with relevant information to assess their independence.

- 4.4 In assessing independence, the following matters will be considered, and a Director will be regarded as independent if that Director:
- 4.4.1 Is a non-executive Director (i.e. is not a member of Management);
 - 4.4.2 Is not a director, officer or otherwise officially associated directly with a member or affiliated organisation;
 - 4.4.3 Has within the last three years not been a principal of a material professional adviser or a material consultant to Ice Hockey NSW or an employee materially associated with the service provided;
 - 4.4.4 Has not been a material supplier of Ice Hockey NSW, or an officer of or otherwise associated directly or indirectly with a material supplier;
 - 4.4.5 Has no material contractual relationship with Ice Hockey NSW, other than as a Director of the Organisation;
 - 4.4.6 Has been free from any business relationship which could, or could reasonably be perceived to, interfere materially with the Director's ability to act in the best interests of the Organisation.
- 4.5 Membership of the Board shall be disclosed in the financial statements.

5 Roles and Responsibilities

- 5.1 The Board's Key Responsibilities
- 5.1.1 To act in the best interests of Ice Hockey NSW as a whole;
 - 5.1.2 Observe their duties as Directors in terms of the Corporations Act 2001 (Cth), common law, the Ice Hockey NSW constitution, and any other relevant legislation;
 - 5.1.3 Provide strategic direction for Ice Hockey NSW and effective oversight of Management.
- 5.2 The Key Functions of the Board
- 5.2.1 Provide effective leadership and collaborate with the Executive Officer and their team in:
 - 5.2.1.1 Articulating the organisation's values, vision, mission, and strategies.
 - 5.2.1.2 Developing strategic plans and ordering strategic priorities.
 - 5.2.1.3 Maintaining open lines of communication and promoting the organisation's values, vision, mission, and strategies.
 - 5.2.1.4 Developing and maintaining an organisation structure to support the achievement of strategic objectives within Ice Hockey NSW's financial resources.
- 5.3 Ensuring a diverse and effective Board with appropriate policies and procedures for governance.
- 5.4 Appointing, supporting, providing advice and counsel to, evaluating, and rewarding the Executive Officer against agreed performance indicators.
- 5.5 Monitoring the achievement of strategic and business plans and annual budget outcomes.
- 5.6 Supporting, reviewing, and monitoring the operational and financial performance of Ice Hockey NSW.

- 5.7 Establishing committees, policies, and procedures to facilitate effective governance.
- 5.8 Ensuring compliance obligations and functions are effectively discharged.
- 5.9 Ensuring all significant systems and procedures are in place for the organisation to run effectively, efficiently, and meet all legal and contractual requirements.
- 5.10 Monitoring key financial and non-financial risk areas through effective risk management and internal control frameworks.
- 5.11 Ensuring the organisation has appropriate corporate governance structures, including standards of ethical behaviour and a culture of corporate and social responsibility.
- 5.12 Managing Directors' interests, conflicts of interest, and related-party transactions.
- 5.13 Delegating powers and authorities while ensuring the Board remains responsible for all decisions of Ice Hockey NSW.
- 5.14 Overseeing compliance with laws, regulations, and major litigation matters.
- 5.15 Evaluating Board processes and the performance of the Board as a whole, as well as individual Directors, to ensure effective governance.
- 5.16 Addressing corporate governance matters, including meeting frequency, agendas, and the appointment of the Company Secretary.

6 Delegation to Executive Officer

- 6.1 The Board has delegated authority for operations and administration to the Executive Officer, who is responsible for the overall day-to-day management of Ice Hockey NSW.
- 6.2 The Executive Officer manages Ice Hockey NSW in accordance with the strategy, delegations, business plans, and policies approved by the Board to achieve its agreed goals and objectives.

7 *Membership and Independence*

- 7.1 The Board ensures that its composition and quorum requirements, as set out in the Constitution, are met.

8 Chair's Responsibilities

- 8.1 The President of the Board has a major role as the head of the Board in providing leadership to the Directors and other functions including:
 - 8.1.1 Leading and facilitating the Board.
 - 8.1.2 Setting the Board direction and focus.
 - 8.1.3 Conducting an effective decision-making process and ensuring that the Board is focused on achieving outcomes.
 - 8.1.4 Ensuring that no one has excessive influence.
 - 8.1.5 Maintaining a professional working relationship with the Executive Officer.
 - 8.1.6 Acting as a spokesperson, where appropriate, in conjunction with the Executive Officer.
 - 8.1.7 Promoting constructive and respectful relations between Directors.

- 8.1.8 Attends Ice Hockey Australia meetings.
- 8.1.9 Manages the relationship between Ice Hockey Australia and Ice Hockey NSW.
- 8.1.10 Ensuring the Board and individual Directors have a performance evaluation process.
- 8.1.11 Ensuring that the Board's workload is dealt with effectively.
- 8.1.12 Role-modelling ethical standards and behaviour based on Ice Hockey NSW's agreed values.
- 8.1.13 Ensuring meetings are effectively conducted and minutes are circulated and acknowledged in a timely manner.

9 Publication of the Charter

- 9.1 A copy of the charter is available at ihnsw.com.au