

2. THE ROLE OF MANAGEMENT AND GOVERNANCE

Centre Manager & Staff (Management)

Board (Governance)

REGULATIONS/POLICIES:

- * Make recommendations for new regulations or regulations to be amended
- * Implement Regulations

- * Knowledge and understanding
- * Approve, amend or consult
- * Monitor (monthly reports, monthly discussions)
- * Make recommendations
- * Review, amend and implement Board Policies

HEALTH & SAFETY:

- * Make recommendations for new H&S policies or policies to be amended
- * Implement Policies
- * Identification of issues/incidents
- * Monthly reporting

- * Knowledge and understanding
- * Approve, amend or consult
- * Monitor (monthly reports, monthly discussions)
- * Make recommendations
- * H&S Board member overview

FINANCE:

- * Prepare and implement the approved budget
- * Make recommendations for additional expenditure
- * Monthly reports accounts
- * Adhere to financial policies
- * Management of investments

- * Approve budget
- * Approve additional expenditure
- * Monitor monthly budget
- * Monitor monthly investments & approve any changes
- * Finance Board member overview

PERSONNEL:

- * Employment, supervision, appraisal and termination of all staff, contract or volunteer
- * Make recommendations on conditions of service

- * Employment, supervision, appraisal, termination of Centre Manager
- * Approve conditions of service
- * Personnel overview
- * HR Board member overview

NETBALL OPERATIONS/NETBALL COMMUNITY

- * Identify netball needs
- * Make recommendations for change to netball operations
- * Monitor and evaluate
- * Seek regular feedback from ALL stakeholders

- * Approve, amend or consult on recommendations
- * Participate in working parties
- * Participation in evaluation and monitoring and reviews
- * Netball Community Board member overview

PUBLIC RELATIONS/LOBBYING/ADVOCACY:

- * Act as spokesperson
- * Co-ordinate activities
- * Identify lobbying areas & implement changes
- * Represent Tauranga Netball at key forums
- * Represent Tauranga Netball Centre at key functions
- * Assist in identifying lobbying areas & implementing any changes

SPONSORSHIP AND MARKETING:

- * Prepare marketing plan
- * Plan and implement sponsorship activities
- * Make recommendations on new initiatives
- * Assist and approve marketing plans
- * Approve portfolio
- * Assist and approve new initiatives

PROPERTY:

- * Arrange maintenance / recommend changes and implement
- * Approve recommendations
- * Develop Annual Maintenance plans
- * Develop any upgrade initiatives to meet the needs for the facilities

BOARD MEETINGS / AGMS / SEMINARS:

- * Prepare agendas, reports and minutes
- * Centre Manager attends all Board meetings
- * Other staff attend Board meetings by invitation
- * Chair and facilitate meetings
- * Identify and encourage potential Board Members
- * Co-opt additional Board Members as required
- * Prepare for and attend all Board Meetings
- * Implement agreed tasks

PLANNING AND EVALUATION:

- * Prepare draft annual plan
- * Implement approved plan
- * Implement annual evaluation and monitoring
- * Co-ordinate reviews
- * Participate in developing plan
- * Assist and approve plan
- * Assist in evaluation and monitoring of Tauranga Netball reviews
- * Develop and implement Strategic Plan

Updated by: Board Meeting 12/04/2022	Date board Approved: April 2022	Next review due date: April 2024
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