



Netball Dorset Management Board Minimum Operating Standards

Governance

- Appropriate constitution and disciplinary regulations agreed by voting members.
- Minutes and actions produced each meeting (signed and accepted as a true reflection of the meeting).
- Agreed and documented roles and responsibilities.
- Code of conduct in place for Board members.
- The Rules of England Netball (including the articles of association and membership regulations) adopted.
- England Netball Safeguarding Policy adopted.
- England Netball paid the appropriate affiliation fee.
- At least one general meeting of all voting members held each year with a minimum of 14 days' notice in writing given to all voting members.
- Annual General Meeting (AGM) quorum to be in line with constitution and related to the number of voting members.

Officers

- Roles to include a minimum of three elected positions, Chair, Finance Director and members of the Board.
- All roles to have a maximum term of three years before standing for re-election.
- All roles to be openly advertised and appointment of positions to follow the process detailed within the constitution.
- Role descriptions in place for all officers.
- All voting officers attending meetings in a volunteer capacity.
- A minimum of four officers to create a quorum.

Finance

- Affiliation fees collected to be applied for the benefit of Netball.
- Direct relationship between services provided and level of affiliation fees.
- Reserves policy in place (recommendations available from the charity commission and England Netball).
- Bank account requiring two signatories on all cheques or equivalent.
- Reports presented at each Board/ Committee meeting and AGM.
- Accounts annually reviewed by an independent, competent person whose report is available to the voting members.
- Reviewed accounts approved by the voting members and available to England Netball upon request.

Other

- Regular communication with members.
- England Netball Regional Manager invited to give update at AGM.