

GOVERNANCE

BUILDING AN EFFECTIVE COMMITTEE

A committee is a group of people, elected according to the rules or constitution of the organisation, who run the organisation on behalf of the members.

The key to having an effective committee is to ensure that the people appointed have the correct skills and experience to be able to fulfil their roles.

What are the responsibilities of the committee?

- To ensure that the organisation is run according to its constitution, purpose, policies and procedures
- To oversee the financial affairs of the organisation
- To ensure that the organisation is sustained in terms of its people as well as its finance
- To create a positive brand for the organisation
- To comply with current legislation – Charitable status, CASC etc.
- To define and deliver the organisations strategic plan
- To attract and retain volunteers
- To regularly communicate with the members
- To run effective meetings
- To decide on the current structure of the organisation

Key positions which are to be elected:

The Chairperson – Overall responsibility

The Secretary – Responsible for administration

The Treasurer – Responsible for finances

Welfare Officer – Responsible for safeguarding

Other positions to consider depending on the needs of the organisation:

Team Manager

Head Coach

Assistant Coach

Volunteers Co-Ordinator

Marketing and Communications Co-Ordinator

Junior Representative

These positions should reflect the constitution with skilled and experienced people in roles. Officers should understand what is expected of them, make decisions and be able to give a report about what has been achieved.



**BRITISH
WHEELCHAIR
BASKETBALL**

MEETINGS

Information for the Committee to consider should be communicated prior to the meeting. This could include; previous meeting minutes, the agenda for the next meeting and any relevant reports/information. Meetings should be held in line with the organisation constitution.

Before the meeting	• Agree and set dates in advance • Send an agenda • Send minutes from the previous meeting • Disseminate reports/information in advance allowing time for the members to digest the information
During the meeting	• The Chair should lead the meeting through the agenda • Stick to time limits • Record minutes and detail actions and decisions
After the meeting	• Confirm the minutes with the Chair for accuracy • Send minutes to the committee members • Publicise the minutes (where possible) on your webpage etc.

RESOURCE LIBRARY

Download committee role descriptions from the resource library of the British Wheelchair Basketball website.

HOW TO BUILD A BASIC CONSTITUTION

A constitution is a document which outlines an organisation's functions and the rules under which it will operate.

The procedures which are included in the constitution must be adhered to alongside your organisations policies and procedures.

This will help to protect your members and officers and make your organisation run more smoothly.

Your constitution should include:

Name of the Organisation

State the name of the organisation and by any abbreviations or acronyms it shall be known by. It is also beneficial to state that the organisation will be an affiliated member of BWB.

Aims and Objectives

The objectives should clearly state the reason that the organisation exists:

- Why are you forming the organisation?
- What are your long-term goals?
- What are your aspirations and main reason for setting up the organisation?
- How does your organisation fulfil the needs of the community and provide a valuable contribution to the surrounding population?

Membership

Included here would be the definition of the various categories of membership which would depend greatly on the type of organisation you are intending to run.

Sport Equality

This section should include what sports equality means to your organisation. Best practice will utilise the equality statement found in BWB's equality policy. It is vital that the constitution is open for non-discriminatory opportunities for all. A constitution is often a pre-requisite for funding and applying for grants and tax relief.

Committee

In this section you should specify how the committee should be formed and how they should look after the interests of the organisation. It is also best practice to specify what positions are available and the length of term an individual is expected to be in each position (usually 2 years). It is also important to state how positions are elected and the process for nominating an individual to a position.



Finance

You should use this section to explain how you aim to achieve a proper procedure for handling the financial matters of the organisation. This process needs to be administered in an efficient and transparent nature so that members within the organisation have an opportunity to understand what and where their subscriptions and donations are being used. Setting out this process will help clarify roles and help protect individual committee members responsible for the handling of finances.

Annual General Meetings (AGM) and Extraordinary General Meetings (EGM)

Explain the protocols and procedures for your AGMs and EGMS. Outline clearly the policies and notification processes for each of the meetings, this will include: notice periods (best practice is 28 days).

Amendments to the Constitution

This section is used to explain the procedures to make changes to the constitution such as; how to raise an amendment, decision making process and communicating those changes to the membership.

Disciplinary Procedures and Appeals

Outline the organisations disciplinary procedures here. Be sure that this links and promotes the Disciplinary Policy.

Dissolution

Procedures covering the dissolution of the organisation must be provided in the constitution. It should evidence what will happen to any remaining funds after debts have been settled. The wording must be considered to comply with funding conditions.

Declaration

Even before your organisation holds its inaugural meeting (or at least one of your early meetings) it would be advisable to draw up a draft constitution so that the group can adapt and agree it at the earliest possible opportunity.

RESOURCE LIBRARY

Download a sample constitution from the resource library of the British Wheelchair Basketball website.



ORGANISATION STRUCTURE: WHAT'S RIGHT FOR YOUR ORGANISATION?

Sports organisations come in all shapes and sizes but they all have one thing in common; they need to have a legal structure. There are a few options that are available to sports organisations and each organisation needs to assess what is best for their circumstances.

The main types of structures are outlined below with a few basic advantages and disadvantages shown:

Unincorporated Association

This is the most common and straight forward structure and is well suited to new, smaller and simpler organisations. An Unincorporated Association can be set up by a group of individuals coming together for a common, non-profit making purpose. They are bound together by a constitution with a committee of members that hold regular meetings to run the organisation.

ADVANTAGES

- **Very little administration**
No need to worry about filing annual returns and no outside scrutiny of the organisations actions
- **Lots of flexibility**
The constitution can be changed at any time so long as the right processes are followed
- **The Structure**
Is a recognised structure within sport and by BWB and is eligible to be a Community Amateur Sports Club (CASC)

DISADVANTAGES

- The organisation can't hold property or assets in its own name
- The organisation can't hire staff in its own name
- The organisation can't enter into contracts in its own name
- Members of the organisation could be personally liable in the event of a claim or breach of contract
- Committee members will have to enter into contracts in their own names, either jointly or individually

Incorporated Association

Also known as Companies limited by guarantee. By registering your organisation as such, your organisation gains a separate legal entity from its members. This means that the constitution of the organisation becomes the articles of association and the organisation can enter into contracts and own property. Members are liable for the organisations debts if it becomes insolvent or cannot meet its financial obligations. The liability is however, capped at the amount each member has guaranteed to pay (usually £1).

ADVANTAGES

- No individual is able to control the organisation and its assets
- The committee is referred to as Directors of the Company and must always act in the best interests of the company
- The organisation can own property/assets
- The company can make profit
- The company can enter into contracts

DISADVANTAGES

- Greater external scrutiny
- Annual accounts, annual returns and Director details must be prepared in a prescribed way and submitted annually to Companies House

Companies Limited by Shares

An organisation that becomes a company limited by shares is often favoured by semi-professional and professional organisations. It is the same as a company limited by guarantee except it is owned by shareholders.

Charitable Status

If an organisation is a company limited by guarantee or shares, is a not-for-profit organisation formed for charitable purposes and for public benefit, it may be able to apply for charity status.

This will bring advantages in terms of tax relief, fund raising and status but will incur an administration burden as well as financial commitments.



POLICIES AND PROCEDURES

Having appropriate **policies and procedures** in place, and communicating these effectively to everyone involved, will play an important role in the running of your organisation and help to protect organisation members and officers.

For the benefit of the organisation's network and the individuals participating in wheelchair basketball, British Wheelchair Basketball has already written and confirmed all of the policies that your organisation should be working to deliver. In order to save you time, effort and to ensure that your organisation is aligned to BWB we advise that your organisation formally adopts BWBs policies and procedures during a committee meeting.

Ensuring that these policies and procedures are communicated and understood by your membership is the more difficult matter. As an organisation, you should make as much effort to ensure that these are communicated to your membership, this can be done in several ways; via the website, newsletter, promoted at the facility, in the organisation induction pack for new members etc.

Important Policies to Adopt:

- Safeguarding Policy, Procedures and Guidance
- Equal Opportunities Policy
- Grievance and Harassment Policy
- Disciplinary Policy
- Classification Policy
- Data Protection Policy

These can be found on the BWB website.

CODES OF CONDUCT

In order to establish and maintain an acceptable and quality organisation culture, standards of behaviour must be upheld by all within the organisation regardless of their role; committee members, coaching and volunteers, participants and/or spectators.

An important tool to assist you in setting those standards of behaviour are codes of conduct. Ideally, the codes of conduct would have involvement and input by all involved with your organisation ensuring that they are then 'bought in' to what is being set as the standards expected of them.

Codes of conduct should include:

- Committee Members
- Team Staff (volunteers, coaches, team managers, team followers)
- Participants (adult, junior)
- Parents and Carers
- Spectators

RESOURCE LIBRARY

Download BWB's Code of Conducts from the resource library of British Wheelchair Basketball website.

