

Darlingford Waters Marina Pty Ltd

Board of Company Directors

Darlingford Waters Boat Club
Trustee for Darlingford Waters Marina Pty Ltd

Members Unit Holders / Share Holders

Activities Committee

Facilities Manager

DWM Board of Directors – Oversight

Governance

- Rules
- ASIC
- Policies & Procedures
- AGM
- Board Succession
- Affiliations / Legalities
- Risk Management

Financial Accountability & Asset Management

- Share Price
- Budget
- Accounting
- Bookkeeping
- Site and Assets

Strategy

- Purpose, Mission and Values
- Strategic Direction / Priorities
- Club Culture
- Marketing Communications

People

- Employees: Facilities Manager and other employees & contractors as required
- Member Engagement
- Social Committee
- Community Engagement

Definition:

A board of directors (B of D) is an elected group of individuals that represent shareholders. The board is a governing body that typically meets at regular intervals to set policies for corporate management and oversight. Every public company must have a board of directors.

Purpose:

The board of directors' key purpose is to ensure the company's prosperity by collectively directing the company's affairs, whilst meeting the appropriate interests of its shareholders and stakeholders.

The chairman of the board is often seen as the spokesperson for the board and the company.

DWM Board of Directors – Roles & Responsibilities

Chairman

- Club leaderships
- Chair meetings
- Principal representative of trust, unless delegated
- Board performance and succession
- Manage Directors with portfolio's & oversee action completion
- Ensure Directors understand and accept tasks

All Directors agree to:

- uphold the rules and values of the organisation, at all times
- act without prejudice or for personal gain
- be lawful, fair, just and confidential
- undertake their role to the best of their abilities
- manage conflicts of interest

Vice Chairman

- Deputy to Chairman
- Policy and procedures, unless delegated
- Special project oversight as required, reflective of skills and knowledge

Company Secretary

- Statutory matters (ASIC compliance)
- Convene meetings & keep records
- AGM & conduct all elections
- Master lists: Contact, Share and Unit Holders Register
- Pen allocations
- Administration & correspondence
- Member engagement
- Affiliations / legalities
- Club promotion & community engagement
- Complaints & feedback liaison

Treasurer

- Financial management
- Financial reporting
- Budget
- Accounting / bookkeeping
- Club insurances
- Monitor social committee books

Site Director

- Oversee Facility Manager duties
- Represent Board to FM re employment conditions, with support of other Directors as required
- Management of facility
- Site maintenance
- Marina maintenance
- Marina location
- GMW liaison

Activities Liaison

- Liaison between Activities Committee and Board

Member Insurance Control

- Register of insurance
- Copies of insurance
- Liaise with members on insurance

General Member x 4

- Actively contribute to all meetings, providing insight & asking questions
- Special projects as required