



**Ipswich Basketball
Association Inc.
Committee Member
Guidelines and Agreement**

Ipswich Basketball Association Inc. Management Committee Guide to Meetings

This document is a guide for Management Committee Members of Ipswich Basketball Association Inc. to effectively engage in Committee Meetings.

Date and Time of Meetings

- In most circumstances face-to-face Meetings will be held on the 2nd Wednesday of each month. With the timing and Agenda sent out prior.
- If you are unable to attend, please ensure that you notify the Secretary as soon as you are aware.
- Should a meeting reach 90 minutes, at the decision of the Chairperson all other business will be adjourned to a later date.
- The first half hour of the meeting will be dedicated to General Managers report. The remaining hour to be dedicated to Management Committee for strategic discussion and all other business.

Agenda Items

- 7 Days prior to the meeting agenda items will be called for to be added to the standard Committee Meeting Agenda. Agenda to be sent out 48 hours prior to meeting.
- Please note that Agenda Items will only be added if they are of strategic importance to Ipswich Basketball Association.
- No business other than the business on the agenda will be transacted at the meeting.
- Follow up with General Manager on items to be actioned after the meeting shall be completed by the President within 2 business days of the committee meeting.

Standard Committee Meeting Agenda:

| Agenda Item |
|---|
| a) Notice Convening the Meeting |
| b) Apologies |
| c) Declarations of Interest of agenda items |
| d) Minutes of the previous meetings held |
| e) Matters arising from the minutes |
| f) General Manager and Financial Report |
| g) President's Report |
| h) Other Agenda Items |
| i) Date of next Meeting |

Ipswich Basketball Association Inc. Management Committee Member Agreement:

This document acts as a contract between the individual named below and the not-for-profit Ipswich Basketball Association Inc. a provider of Basketball Services within the State of Queensland.

I, _____, accept a position on the Management Committee of Ipswich Basketball Association Inc.

As part of my acceptance of the role I agree to the following:

1. I hereby agree to abide by all the rules, regulations, and policies as outlined in the Association's constitution and other related documents, including any future policies published.

Initial: _____

2. I agree to do everything in my power to foster a positive culture at Ipswich Basketball.

Initial: _____

3. I understand that Ipswich Basketball Association Inc. is a non-profit charitable organisation and is volunteer run in all capacities. I will not be paid for my work and will only receive reimbursement for approved expenses.

Initial: _____

4. I agree that while I am a Committee Member of the Association, I am required to follow standard OH&S procedures and guidelines and will do its utmost to ensure the safety of its members in all situations.

Initial: _____

5. I agree to disclose any conflicts of interest, actual or potential, to the committee as soon as they arise.

Initial: _____

6. I agree that my performance may be reviewed and failure to meet expectations may result in my expulsion from the Management Committee.

Initial: _____

7. I acknowledge that following the adoption of the new constitution- all Management Committee positions are renewed after two years at the Annual General Meeting of Ipswich Basketball Association Inc. and that I will be required to re-nominate for my position at such time.

Initial: _____

8. I agree and understand that as a Management Committee Member that I must maintain exemplary conduct and behaviour and that the following, in addition to those grounds contained within the Constitution of Ipswich Basketball Association Inc. are grounds for immediate removal as a Management Committee Member:

- a) Breach of this agreement
- b) Breach of the Management Committee NDA
- c) A guilty verdict at any Ipswich Basketball Association Inc. or Basketball Queensland Tribunal.
- d) Any action that is determined unanimously by the Management Committee of Ipswich Basketball to be damaging to the reputation of the Association.

Initial: _____

9. I understand that my role is to provide strategic direction and oversight to the Ipswich Basketball Association as separate from the operations aspects of the Association.

Initial: _____

10. I agree that I have read the above statements along with the policies, procedures and guidelines that are referred to within this document.

Initial: _____

Management Committee Member Name: _____

Management Committee Member Signature: _____

Date: _____

Association Secretary Name and Signature: _____

Date: _____

Ipswich Basketball Association Inc. Non-Disclosure Agreement:

This document acts as a contract between the individual named below and the not-for-profit Ipswich Basketball Association Inc. a provider of Basketball Services within the State of Queensland.

Parties:

Management Committee Member Name: _____

And

Ipswich Basketball Association Inc.

Agreement:

1) Definitions:

a) **Agreement** means this agreement and any amendments to this agreement from time to time.

b) **Confidential Information** means any information that is obtained by the Management Committee member named above due to their position as a Committee Member. This is including but not limited to:

- (i) Information contained within the Committee Meeting and its minutes.
- (ii) Information learned due to the position as a Committee Member of Ipswich Basketball Association Inc.

2) Consideration:

a) The committee member enters into this agreement and agrees to the provisions of this agreement in consideration for a position on the Management Committee of Ipswich Basketball Association Inc.

3) Term

- a) This agreement shall come into force on the date of its execution.
- b) This agreement shall continue in force indefinitely
- c) This agreement continues to bind the Management Committee Member to non-disclosure of confidential information even if the party ceases their role as a Management Committee Member of the Association.

4) Management Committee Member's Confidentiality Obligations

The Management Committee Member must:

- a) Keep all confidential information with the strictest confidence
- b) Not disclose the confidential information to anyone without the written consent of the Management Committee
- c) Use the same degree of care to protect the confidentiality agreement as a reasonable person would use if placed in the same situation.
- d) Act in good faith at all times in relation to the confidential information of Ipswich Basketball Association Inc.
- e) Not use any confidential information for any purpose other than the permitted purpose.

5) General

- a) No breach of this agreement shall be waived except with the express written consent of the party not in breach.
- b) This agreement may not be varied except via a written document signed and both parties.
- c) This agreement is made for the benefit of both parties and the benefit herein is not transferrable to any third party.
- d) This Agreement shall be governed by and construed in Accordance with Australian Law.
- e) All communication from the Management Committee to the General Manager is to be via the President.

6) Execution

The parties have indicated their acceptance of this agreement by executing it below:

Management Committee Member's Name: _____

Management Committee Member's Signature: _____

Date: _____

Association Secretary Name: _____

Association Secretary Signature: _____

Date: _____