



Governance Statement re Decision Making Processes, Lines of Communication and Policies and Procedures for the Rotary Club of Banora Tweed

Introduction

The Rotary Club of Banora Tweed relies on the many volunteers who generously give of their time to ensure that the ideals of Rotary, community and international projects, Rotary programs, and fund-raising events are carried out respectfully and follow the rules of the Constitution and By Laws coupled with the policies and procedures of the Club. Rotary's guiding principles give members a common purpose and direction, serving as a foundation for our relationships with one another and for the action we take as members of the Rotary team.

1. Club President

- a. Oversees the smooth running of club and presides over Board meetings.
- b. Provide leadership to assist and support all club members.
- c. Provide clear guidelines lines for respectful communication and appropriate behaviour.
- d. Encourage an environment around consultative decision making.
- e. Ensure Rotary's financial and risk management obligations are met
- f. Ensure due diligence is carried out and that there is adherence to the organisations legal responsibilities.
- g. Ensure all Rotary policies, processes and procedures are implemented and enacted upon.

2. Club Board

- a. Responsible for approving and signing off on all decision making in regard to the program.
- b. To support the President through:
 - i. Respecting the role of leadership and management.
 - ii. Ensuring Rotary's financial and risk management obligations are met.
 - iii. Ensuring due diligence is carried out and that there is adherence to the organisations legal responsibilities.
 - iv. Following the clear guidelines lines for respectful communication and appropriate behaviour.
 - v. Enacting upon all Rotary policies, processes and procedures are implemented.
- c. To be supportive of each other and work as a team.
- d. To support and guide consultative decision-making processes.
- e. To be respectful at all times and transparent within their actions, behaviour and communication.

3. Club Members

- a. To support the President and Club Board through:
 - i. Engaging in:
 - discussions to support making informed and valued outcomes.
 - activities, projects and experiences that model Rotary values and facilitate as an avenue for service with both local and global communities.
 - ii. Following the:
 - clear lines of communication
 - the decision-making process
- b. Be supportive and respectful towards all members of the club at all times
- c. To be respectful at all times and transparent within their actions, behaviour and communication

Structure and Two -Way Communication Process

President and Board



Club Members



Sub Committees

Governance Statement

Like all community and service organisations Rotary has a constitution to which it is bound and of course this also entails policies and procedures which must be adhered to and protocols that need to be implemented and followed. Rotary is an organisation of volunteers who provide their time, skills, ideas and knowledge to assist local and global communities in a variety of ways. Within such an organisational community as Rotarians we are required to acknowledge and respect the rights of each individual whilst abiding by the ethical expectations of behaviour and governance of the organisation.

Whilst as an individual it is acknowledged you may not advocate for structure that incorporates processes and procedures; however, it is a requirement of your acceptance to be a Rotarian and to volunteer under the Rotary umbrella you will agree to follow these processes procedures and the RI Code of Policies. These guidelines are there to protect and support the actions and decisions of all and to ensure the Club, Board and Committees are working in a functional and transparent manner.

Decision Making Process

Step 1: Consultation: Committee /club will meet.... meeting to be facilitated by Chairperson/President/Facilitator

Step 2: Risk Management will be assessed (if relevant)

Step 3: Recommendations: following meeting and consultation, recommendations will be made re progress, tasks, responsibilities etc.

Step 4: Inform Club Board: Chairperson/Facilitator will notify Board

Step 5: Decision will be agreed upon

Step 6: Action will be implemented

Please Note:

- That all times it is a collaborative and consultative process.
- Following the conclusion of the process the Club Board has the responsibility to make the final decision.
- Rotary is an organisation that must have some form of structure and to be part of this amazing organisation means that we all have to conform to accept the organisation's Governance.