

Potential questions from potential Directors

Introduction and purpose

1. This document lists potential questions from people seeking to be a Director on a NFP Board. These people are highly unlikely to have come from the bowling community and may not understand the sport.

What is the ACTTBA?

2. The ACT Tenpin Bowling Association (ACTTBA) is the recognised peak sporting body for tenpin bowling in the ACT. The Association works under the framework of the National Sporting Organisation (TBA), alongside other State Sporting Organisations. TBA is working with Sports Australia to install a 'One Management' framework across the sport; a body of work that requires the collaboration of the State Sporting Organisations.

3. ACTTBA's membership is based on the regional membership of TBA and currently sits in excess of 500 members. Baseline participation in the sport (through leagues) is good but participation in ACTTBA activities other than the chosen leagues is limited. The ACTTBA Board (with the help of TBA) plans to improve the strategic outlook of the sport in the local area, transforming a 'local committee' approach that has not been sustainable.

What is the ACTTBA looking for?

4. The ACTTBA is seeking four Directors to allow for a full Board to complete the transformation and continue the development of the sport in the ACT.

What is the Boards current key focus?

5. The Board currently has two key focusses:

- a. Ensuring the governance of the sport in the ACT is sustainable.
- b. Increased participation by members in events outside their chosen league and also in the running of the sport.

6. Growing the membership base is a continuous background concern but cannot be sustained if the current key focuses are not met.

Board make-up?

7. The current size of the Committee is 5 Directors.

- a. a President; and
- b. a Vice President; and
- c. a Secretary; and

Supported by



- d. a Treasurer; and
 - e. an additional Ordinary Director.
8. The Board has the power to appoint up to 2 additional Directors for special duties that are time limited. In addition, the Constitution recognises similar Associations and related organisations who are permanently invited to Board meetings.
9. A Member is eligible to be elected or appointed as a Director if the Member is over 18, registered with the TBA (in good standing and registered in the ACT region) and it has been at least 10 business days since paying the relevant TBA Sports Registration fee.
10. The 10-business day limitation was intended as a measure to deter 'branch-stacking'. This is not considered a current risk.
11. The current Constitution does not have a provision for Independent Directors.

Why is the ACTTBA Board seeking additional Directors?

12. At the last AGM, the Board was reduced to two Directors and no nominations were received to fill the other vacancies. Since then, the Board has been reduced to a single Director.
13. A number of experienced people in the Association have previously served on the Board and did not wish to return to the Board. Some of the reasons here are focussing time and effort to improve their sporting standing, health and fatigue from their previous work on the Board (see the question on the size of the Board).
14. Some other experienced people are currently active with similar associations, and in addition to not able to spare the time, this may introduce a persistent conflict of interest that has to be managed.
15. The majority of members are interested in participating in the sport and do not have any interest in becoming administrators for the sport.

Who are the similar associations?

16. The similar associations are 'single-issue' associations, with one focused on an annual tenpin carnival, the other focussed on a series of local tournaments and participation in a relevant annual tenpin tournament event. Both of these associations fall under the umbrella of their respective national associations.
17. The ACTTBA has a wider responsibility and running tournaments is only a smaller part.
18. There is another group that is focussed on disability support, but this is not an incorporated association.

Why is the size of the Board so small?

19. When the organisation did a review of the Constitution, the then size of the Board was 9 Directors, of which 1 was appointed by an external organisation (the local centres).
20. However, this Board was not performing as a Board of Directors:
- a. The group were acting as executive committee – focussing on the 'day-to-day' work and not properly focussing on the strategic needs. In many cases, this work was done 'just-in-time' with little opportunity to plan resources.
 - b. Attendance at meetings and to the Board work was ad hoc and usually rested on one or two shoulders.
 - c. The Association could not fill all the positions at the Annual General Meeting.
21. A review of the work showed that a Board of Directors, properly supported by committees that addressed the execution, could be smaller. Alongside assessed smaller workload, the difficulty attracting Directors supported the idea of a smaller Board.

Why was the governance considered not sustainable?

22. Under the previous construct, the Board was doing the day-to-day running of the sport and could not focus on the longer-term resources and support required for sustained running of the sport.
23. Activities were usually started at the last moment and were not properly planned or resourced. This is despite the good intention to create a forward-planning calendar for each year. The intent was there, but the time and resources to fulfil this intent were consumed by the 'just-in-time' activities.
24. The work usually fell to a constant few dependable people which contributed to Director burn-out.

What is the expected workload?

25. E-mail is the common form of communication. Directors are expected to scan e-mails on a regular basis to address any hot topics. Unfortunately, short notice requests do appear, and Directors are expected to provide input/feedback. However, the overall e-mail load could be averaged out to around an hour a week in total.
26. Reviewing strategic planning is expected to take about 2 days per year. A half-day workshop with all Directors will help review or formulate the plan, with the remainder of the effort in reading, commenting and drafting.
27. While the governance is undergoing transformation, we had been holding Board meetings (online) once a month – with each meeting running for less than an hour. The Board meetings are very structured to reduce the amount of time at the meeting – this approach is supported by a policy of 'e-mail chatter' to ensure that all perspectives have been aired prior to the meeting. Naturally, Directors are expected to prepare for each meeting and ensure they are informed of the key matters.
28. The majority of work should be done by the committees. The Board is expected to do some paperwork to support the committees. This is non-trivial in that the provided documents must be understood.
 - a. Terms of reference for the various committees – ACT Championships, State Team (for the annual Nationals), Development
 - b. Accreditation of the ACT Championships
 - c. Notification of State Team results.
 - d. Accreditation of local tournaments
29. The Secretary must check the post box on a regular basis.
30. The Treasurer is also the bookkeeper – the ACTTBA does not have a 'Finance Committee'. Support is available from the National Sporting Organisation when required.
31. The application for grants has been outsourced to the National Sporting Organisation, who have centralised the effort for all the State Sporting Organisations and achieved economy of effort.

Where are all the policies?

32. Many of the expected key policies have been adopted from the National Sporting Organisation. Adopted policies include:
 - a. General policies: Child Safe Sport Framework, Code of Ethics, Member Protection Policy, Privacy Policy, and Social Media Policy
 - b. Sport-specific policies: Anti Doping Policy, and Match Fixing Policy
33. Some policies are more relevant to the National Sporting Organisation, but still impact on the running of the sport in the ACT. These include Lane Registration Certification Policy, National Elite Rankings Policy, National Team Selection Policy, and National Training Squad Policy

34. Alignment of the ACT with the National Organisation is part of a collaborative effort towards Sports Australia's One Management framework. This effort is being led by the National Sporting Organisation.

Is the Constitution up to date and fit for purpose?

35. In essence, the Constitution is up to date and is fit for purpose.
36. The Constitution went through a major review in 2019-2020, which brought it in line with the ACT Model Rules. This addressed significant deficiencies with the prior Constitution.
37. Naturally, the Constitution is not perfect and minor review and amendment is expected.
38. The Constitution has not been aligned with Sports Australia's governance principles. This is a longer-term body of work in consultation with the National Sporting Organisation.
39. The structure for member voting at general meetings is in need of review, as is the structure for electing Directors which is currently based on electing to named positions.

How would being on this Board be good for me?

40. The current Board is trying to reform the Association from a 'sporting club' to a properly governed sport (peak sporting body) under the auspices of the National Sporting Organisation. You would be a key part of the transformation.
41. You, as part of the Board, would work with the National Sporting Organisation and State Sporting Organisations to achieve a consistent approach to the sport across Australia.
42. You will get visibility of the international impact on the sport in Australia.
43. You will work with the ACT Government, and have the opportunity to meet other sporting groups, to ensure ACT Government support for the sport in the ACT.
44. These benefits are in addition to the knowledge that you are contributing to the happiness and welfare of hundreds of ACT citizens.

What roles can I have if I join the Board?

45. This year, at the AGM, we took an approach to elect members to the Board, and then assign roles after. Any role apart from the President is up for negotiation.

Does the ACTTBA Board have a skills matrix

46. No, the Board has not yet developed a skills matrix.

What types of members does the ACTTBA have?

47. The ACTTBA recognises only two classes of membership – adults and juniors who have a sports registration with TBA. This is a deliberate strategy for ensuring inclusiveness. Apart from the non-age limitations, the ACTTBA does not differentiate on age, gender, sporting ability or disability.
48. TBA membership itself recognises different categories –
- Volunteer
 - League, Adult
 - League, Junior
 - Holt or ATBSO – covering bowlers who only bowl in those tournaments and not in League



- e. A Silver membership is required for National rankings – this is part of the elite level of the sport and is an add-on to one of the categories of memberships listed above.