

Netball South

Regional Management Board

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Nomination Information
2018 -2019

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Dear Netball South Members,

We are delighted to be able to advertise exciting voluntary roles on the Netball South Regional Management Board. Please read through the useful information provided in this document and if interested please complete the required forms and return to the Regional Office (address provided on forms) **by 27th April 2018.**

Having reviewed the information in this document, should you require any further information, please do not hesitate to contact us.

If you would like to have an informal conversation about one of the positions advertised please contact the following;

Carol Williams – Acting Regional Chair
Email – carolwilliams1@sky.com

Emma Thomson – South Regional Coordinator
Email – south@englandnetball.co.uk
Phone – 01628 478985

What is the commitment and role of a Regional Management Board Member?

Commitment

- To attend all Regional Management Board meetings (approximately six per year held centrally in the region). Whilst it is appreciated that occasionally members may be unable to attend due to illness or work commitments, it is expected that members make every effort to attend.
- Respond to communication in a timely manner – this may include email, sub group meetings, conference calls and individual calls.
- To be prepared to make decisions around board programmes, policies and strategies covering all areas of the game.
- Adhere to, uphold and endorse board decisions (even if they are not in line with personal opinion)

Expectations

- To input into RMB meetings and decisions that need to be made – taking into account all view points, advice and information presented, not just personal opinion.
- If required, to become a member/chair of one of the region's Technical Support Groups.
- To contribute, when required, content for the Netball South annual report.
- To uphold, endorse and when appropriate communicate decisions, policies and programmes on behalf of the RMB.
- If requested by the RMB, attend national meetings on behalf of the region and report back.
- To contribute to the creation, implementation and monitoring of regional plans and strategies
- To act as an advocate for netball within the region
- Establish and maintain robust and comprehensive governance processes and regimes.

Code of Conduct for Regional Management Board members

Actively contribute to the effective work of the Board/Group/Committee through:

- Preparation and reading of all papers circulated prior to meetings;
- Regular attendance, participation and contribution at meetings, including constructive challenge;
- Ensuring timely responses to agreed actions, requests for information and guidance;
- Attending the AGM/EGM and England Netball/Regional/County events as and when required;
- Deal with issues of clarification 'offline' before meetings in order to maintain a sharp focus on agenda items during meetings to ensure that meetings run to time and time is fully utilised;
- Not use technology or communicate with others outside during meetings.
- Attend relevant training events and take reasonable steps to ensure awareness of public policy, statute and other issues that may affect the work of England Netball, the Region or County;
- Listen to and respect the views of others;
- Seek positive and constructive resolution to those issues where differences in opinion exist, and where a vote is taken accept the decision of the majority;
- Respect the Office of Chairman;
- Observe the highest ethical standards of impartiality, integrity and objectivity in relation to the stewardship of public funds and management;
- Act in a way considered to be in good faith and most likely to promote the success of the organisation for the benefit of its members as a whole including not using my position to obtain for myself, family members or close associates employment or other advantages with England Netball/the Region/the County or any individual or organisation associated with England Netball/the Region/the County;
- Maximise value for money through ensuring that services are delivered in the most economical, efficient and effective way within available resources and that independent validation of performance is achieved wherever practicable;
- Maintain focus on the strategic development through planning, prioritising, performance monitoring and evaluation;
- Notify the appropriate authorities should my personal circumstances change and a conflict develops or I am charged or convicted of a criminal offence which would result in me not being a fit and proper person to hold my position within netball;
- Support other Boards/Groups/Committees and individuals in their leadership of the organisation;
- At all times act as an ambassador and advocate for England Netball, Region or County, promoting the organisation's key messages and always presenting the sport and its people in a positive light;
- Not attempt to exercise individual authority over England Netball/the Region/the County or its staff and volunteers except as explicitly set out in policies;
- Respect confidentiality and not pass any information gained through my involvement with the Board/Committee/Group to a third party without approval of the chairman.

ENGLAND NETBALL SOUTH REGION



CONSTITUTION

There shall be 9 Regional Associations constituted as set out in the Membership Regulations of England Netball. Each Regional Association will use the approved England Netball logo and branding as determined by the Board of England Netball (EN).

1. NAME

1.1 The Association shall be called England Netball South Region trading as Netball South.

2. OBJECTIVES

2.1 The Region will be bound by the policies and procedures of EN and accountable to the Board of Directors of England Netball for the growth and development of the game in the Region. This shall be in line with plans and strategies approved by the EN Board of Directors.

2.2 The Region will serve as a forum to co-ordinate activities, organise regional competitions, arrange technical courses and elect representatives to serve on the Regional Management Board (RMB), RMB members shall be expected to serve on Technical Support Groups (TSG) and, or National Committees. This shall be in line with plans and strategies approved by the EN Board of Directors.

2.3 The Region will seek to develop facilities for the game of netball within the Region. This shall be in line with plans and strategies approved by the EN Board of Directors.

2.4 The Region shall pay such subscriptions and receive such rights and privileges as may be determined by the EN Board of Directors.

3. MEMBERSHIP

3.1 The members of the Regional Association shall comprise:

- each Life Member of the Region,
- each individual paying a Netball South affiliation fee
- each county association within the South Region,
- each club affiliated to EN and Netball South
- each School affiliated to EN and Netball South, and
- each EN registered primary school within the Region

3.2 The voting members of the Regional Association shall comprise a representative from:

- each constituent County Association,
- each club affiliated to the Region and
- each school affiliated to the Region

No-one may represent more than one member.

4. REGIONAL MANAGEMENT BOARD

4.1 The RMB shall comprise of the following elected members:

- Chair
- Vice Chair
- Treasurer
- Minimum of 2 general maximum of 8 general members.

In addition up to 2 individuals appointed by the RMB for their professional expertise, who need not be in membership of EN but will subsequently be affiliated to EN by the RMB.

4.2 Elected members must be affiliated participants of England Netball..

4.3 No member of the RMB may be an employee of EN apart from those employed under zero hour contracts.

- 4.4 A member of England Netball's Regional or National staff will attend RMB meetings as appropriate.
- 4.5 The Regional Co-ordinator will attend all RMB meetings in the role of minute-taker.
- 4.6 All the Elected Members shall serve until the end of the Annual General Meeting immediately following the third anniversary of their appointment. At the end of their term of office any elected member is entitled to stand for re-election for any position on the RMB.
- 4.7 The Chair shall:
- chair all meetings of the RMB.
 - be responsible for conduct of the RMB in managing the affairs of the Region.
 - co-ordinate the work of the RMB.
 - be entitled to attend any meeting of the Technical Support Groups.
 - be responsible for the preparation of the Annual Report
- 4.8 The Treasurer shall:
- be expected to attend all RMB meetings
 - be responsible for providing financial advice to the Region.
 - oversee the production of annual Accounts.
 - contribute to the production of the annual operational budget.
 - be responsible for the preparation and monitoring of quarterly operating statements against budgeted figures.
 - contribute costings to support strategic plans.
- 4.9 The Vice Chair shall
- be expected to attend all RMB meetings
 - in the absence of the Chair chair all meetings of the RMB.
 - In the absence of the Chair be responsible for conduct of the RMB in managing the affairs of the Region.
 - support the Chair in co-ordinating the work of the RMB.
 - be entitled to attend any meeting of the Technical Support Groups.
 - support the Chair in the preparation of the Annual Report
- 4.10 General Members shall
- be expected to attend all RMB Meetings
 - be prepared to be a member of a TSG
 - be prepared to be the chair of a TSG
- 4.11 At the Annual General Meeting members of the RMB shall be eligible for re-election in accordance with this Constitution.
- 4.12 The RMB may fill by co-option any vacancy that occurs during the year, these members will be affiliated by the RMB should they not already be England Netball members.
- 4.13 Members of the RMB will have one vote at RMB meetings. In the event of a tie in votes cast on any item of business the Chair shall have a casting vote.
- 4.14 A post on the RMB will be vacated if:
- the Member concerned gives notice of resignation to the Chair.
 - a Member is absent from meetings without justifiable reason.
 - the Member is requested to resign by a majority vote of all the RMB
 - a Member becomes an employee of EN.
- 4.15 In recognition of service, the RMB will select and recommend to members at the AGM, a member of the Region to serve as President. This individual will have provided outstanding service and contribution to the Region over a period of time.
- Will serve for 2 years and may be nominated to serve a further 2 years (maximum of 4 years);
 - The President may attend RMB meetings, contribute to the discussions, provide information, knowledge to the members but will have no voting rights.
 - Will not hold any other office as an RMB member.

5. ROLE OF THE REGIONAL MANAGEMENT BOARD

- 5.1 The RMB will plan, support and co-ordinate the development of netball within the Region. This should meet the requirements of national plans and strategies determined by the EN Board of Directors. The RMB will work with counties to formulate and implement plans responding to the specific needs of the game.
- 5.2 The RMB will provide direction, support and guidance to regional and sub-regional sporting partnerships to ensure that the overall policies and strategies for the development of netball are communicated consistently and effectively. Any additional funding opportunities within the Region should be identified, secured and used in line with EN and regional priorities.
- 5.3 The RMB shall submit to the Annual General Meeting an Annual Report with independently examined accounts on the significant activities held by the Region at Regional and County level.
- 5.4 The RMB may, at the request of EN, nominate appropriate individuals to serve on any national committees. Such nominees need not be members of the RMB.
- 5.5 The RMB may establish any number of technical support groups and determine their membership and terms of reference.
- 5.6 At Netball South RMB meetings 5 members of the Board shall form a quorum.

6. PROCEDURE FOR ELECTIONS TO THE REGIONAL MANAGEMENT BOARD

- 6.1 Any Voting Member may nominate a person (who must be an individual member of the South Region) to stand as a candidate for any vacant position, which must be signed by another Voting member and signed by the nominee. Nominations must be returned to the Regional Office at least 42 days before the AGM.
- 6.2 The RMB has the power to reject any nomination proposed on the basis that the nominee does not fulfil the criteria set by the RMB for the post for which she/he is nominated.
- 6.3 Candidates may be required to introduce themselves at the AGM.
- 6.4 If there are the same number of candidates for any post as there are vacancies, such person(s) shall be declared elected unopposed at the AGM. If there are more candidates for any post than there are vacancies, an election shall be held at the AGM to elect the required number of members.
- 6.5 The requisite number of candidates recording the highest number of votes shall be declared elected at the AGM to fill the vacancies that have arisen. In the event of a tie, re-voting between the tied candidates will continue until the matter is resolved.

7. LIFE MEMBERS

- 7.1 The RMB may recognise special service to the Region by the appointment of Life Members. These will be announced at the AGM following their nomination.

8. GENERAL MEETINGS OF THE REGION

- 8.1 The Annual General Meeting shall be held annually on a date to be determined by the RMB.
- 8.2 The date of the AGM shall be fixed, displayed on the website and circulated to Counties, Clubs and affiliated schools not less than eight weeks prior to the date of such meeting.
- 8.3 An Agenda and details of all motions to be considered shall be displayed on the website and circulated to Counties, Clubs and affiliated schools 21 days prior to the meeting.
- 8.4 The Chair of the Region shall act as Chair of the Annual General Meeting, or the Vice Chair if the Chair is absent. If neither are present a Chair shall be elected from the RMB members present at the meeting.
- 8.5 Business to be transacted at the AGM shall be:
 - to receive reports.
 - to elect members of the RMB from those who have been nominated in accordance with Section 6, each of whom shall hold office to the end of the General Meeting at which their successor is appointed.

- to consider any proposed resolution submitted in writing to the Regional Office 28 days before the date of the General Meeting, which has been proposed by one Member and seconded by another.
- to approve the annual subscriptions for the year following the regional financial year, such subscriptions shall be collected by EN and redistributed to the Region

8.6 An Extra-Ordinary General Meeting may be convened at any time on 21 days notice:

- by order of the RMB.
- upon written request from five or more of the Voting Members stating the purpose for which a meeting is required and setting out any resolution that it is desired to propose.

8.7 Only those listed in Section 3.2 shall be entitled to vote at a General Meeting of the Region.

8.8. The following shall be entitled to attend and speak at a General Meeting:

- Those listed in Section 3.1.
- Members of the RMB.
- An England Netball designated representative
- Directors of England Netball

8.9 The voting procedure at General Meetings shall be as follows:

- each person entitled to attend and vote shall be permitted to cast one vote.
- no proxy voting will be allowed.
- no postal voting will be allowed.
- a simple majority only of those present and entitled to vote shall be required to pass any resolution.
- in the event of an equality of votes the Chair of the meeting shall have a casting vote.

8.10 No decisions may be made at any General Meeting unless a quorum of ten voting members representing at least three different counties is present.

9. INDEMNITY

9.1 Any member of the RMB shall be indemnified by EN against all reasonable costs and losses which they may incur or sustain in relation to the proper and lawful execution of the duties of their office, or by reason of any duty properly performed with the authority of the RMB.

10. ARBITRATION AND MATTERS NOT PROVIDED FOR

10.1 If any dispute shall arise on the interpretation of this Constitution or the need to deal with any matter not provided for in the constitution, the Chair shall refer the same to the EN Board of Directors. Their decision shall be binding on all parties.

11. DISSOLUTION

11.1 In the event of dissolution, any assets remaining, after the settlement of all debts and liabilities, shall be dealt with in a manner to be determined by resolution of a General Meeting. Such assets are to be used to promote the objectives of the Region or of some organisation(s) with kindred aims.

11.2 If at the time of dissolution, the Region's liabilities exceed its assets, the General Meeting shall decide how these should be settled.

11.3 No RMB member may obtain any asset from the Region in the event of dissolution.

12. DISCIPLINARY POWERS, PROCEDURES AND APPEALS

Netball South shall follow the principles and processes set out in the current England Netball Code of Conduct and Disciplinary procedures manual.