



POLICY

NSW BOCCIA

ADMINISTRATION PROCEDURES POLICY

Purpose:

To ensure that Boccia NSW undertakes its administration procedures in an efficient, systematic and accountable way. To support the principle of transparency, inclusion and fairness.

Related policies;

- **The Boccia NSW Constitution of Incorporation**
- **Privacy and Protection**

Policy Procedures:

1. All articles of the *Constitution of Incorporation* will be upheld (see full copy)
2. The following administration procedures will be used;
 - All members must complete registration forms for each new business year
 - All new registrations will be recorded on a form called *Annual Registrations* to be submitted to the Office of Fair Trading
 - Copies of all reports presented to the AGM will be kept on file, and posted on the BNSW website
 - Copies of all paperwork presented at the AGM, including the notice, agenda and minutes will be sent to the Office of Fair Trading
 - Copies of Committee minutes and agenda will be kept by the Secretary
 - Copies of all financial systems and records will be kept by the Treasurer
 - Separate registration forms will be created for each event requiring them.
 - All major events will be developed and recorded on the *BNSW Event Process Form*
 - The following databases will kept; *Equipment Inventory* to track BNSW owned equipment on loan; *Classification Data Base*, to record current athlete classifications; and the *Newsletter Data Base*, which holds all the names and email addresses of the people who currently wish to receive the BNSW Newsletter
3. All paper work will held in the following ways;

- All financial documents to be held by the Treasurer
- All membership, registration and committee paperwork to be held by the Secretary
- All correspondence, Business Plan, grant and funding paperwork to be held by the President and Vice President

This policy will be reviewed by the Committee on an annual basis.

A copy will be posted on the Boccia NSW website.

Any complaints about this policy should be made in writing to the Committee, and will be considered at the next possible Committee meeting.

Date presented to the Boccia NSW Committee: 12/08/2013

Date approved by the Boccia NSW Committee: 09/09/13

Date of next review: September 2014