

# **Statement of Expectations**

## **Australian Bridge Federation**

### **Statement of Expectations between Council and the Management Committee**

#### **Preamble**

The Council and the Management Committee have collaborated on the preparation of this statement. It is predicated on agreement by Council that the Management Committee is designated as “the Committee” for the purposes of the legislation under which the ABF is incorporated, the Associations Incorporation Act (ACT). Both the Council and the Management Committee are agreed on the desirability of having a statement which sets out the general responsibilities of each for the operation of the ABF.

#### **Provisions of the Statement**

##### **a. Governance**

Council and the Management Committee have agreed that the Management Committee will:

- prepare an Annual Report to address performance against the preceding Strategic Plan and Budget during the preceding accounting period
- prepare a draft Strategic Plan and draft Budget for the following accounting period for Council consideration; and
- where needed, convene Extraordinary Meetings (may use electronic communication) of the Council to consider major strategic issues not addressed in the Strategic Plan or approve expenditure outside the specified Financial Delegations.

For its part, Council will:

- review, comment on, amend as needed and approve the Strategic Plan prepared by the Management Committee each year
- review, comment on, amend as needed, and approve the budget prepared by the Committee for the next accounting period
- set a financial delegation for the Committee
- review and approve any commitments in excess of that delegation on the recommendation of the Committee

## **b. Management**

The Council and Management Committee are agreed that, in discharging its general management role, the Committee will:

- manage the ABF on a day-to-day basis within approved strategic policy guidelines and specified Financial Delegations
- implement the Approved Strategic Plan and Budget for the following accounting period
- provide Councillors with advance notice of the agendas for MC meetings
- invite Councillors to nominate addition of agenda items for the Committee's consideration
- provide Councillors with full and timely summaries of each MC meeting.

## **c. Review**

It is envisaged that the provisions of this Statement will be reviewed annually in the course of the other reviews referred to in this document. This review will include recommendations to Council from the Governance Committee on the operation of this Statement and any other matters relating to the allocation of the roles and responsibilities of each of the two bodies.

## **Approvals, Reviews and Updates**

Approved 2015 AGM

Reviewed and updated: AGM 2016