



Brisbane and District Ladies Golf Association

ABN: 87 890 552 772

PO Box 74 New Farm QLD 4005

Email: secretary@bdlga.com.au

Management Committee Induction Pack

Reference: <https://cprgroup.com.au/what-a-proper-board-induction-actually-looks-like/>

1. Introduction:

The Brisbane and District Ladies Golf Association (BDLGA) believe a well-inducted Management Committee member is a productive committee member faster. They contribute to meetings; bring questions rather than silence; understand the decisions they are being asked to make; and appreciate informed decision-making is a shared responsibility rather than carried by experienced others.

The difference between a Management Committee that **governs well** and one that **struggles** is rarely about the quality of the members around the table. It is almost always about whether the members were set up to succeed when they arrived.

Note: for the purposes of this induction information, terms such as Management Committee, Board, leadership group, among other terms are all interchangeable and mean the same thing from a governance perspective.

2. Why induction matters:

A new Management Committee member carries **legal duties** from the moment they accept the role. They are **accountable for decisions** made at every meeting they attend. They are **expected to understand** the organisation's financial position, its strategic direction and its governing documents.

The following information provides a structured process that gives new Management Committee members what they need to contribute from day one to enable them to avoid sitting quietly in meetings because they do not want to expose what they do not know; or voting on matters they do not fully understand; or making decisions based on partial information.

The BDLGA does not intent to provide new Management Committee members with everything that has ever been written about the association but rather a **point of reference** for new committee members to understand their role and contribute effectively.

3. BDLGA Management Committee induction:

Your induction to the BDLGA Management Committee covers several distinct areas. Outlined below is the information relevant to these distinct areas of your induction, but you must **commit to reading and understanding this material**. Without your commitment, you may experience difficulties settling into your new role.

A. The organisation itself

Firstly, you need to understand what the BDLGA does, what our purpose is, who we serve and how we are structured. It is important you also understand our history and the decisions that have shaped

where the organisation is today. This will assist inform you about our current priorities. Please refer to the following documentation to learn more:

Item	Document	Source
1A	Who we are	https://bdlga.com.au/about-us/
1B	Who we serve	https://bdlga.com.au/member-clubs-directory/
1C	How we are structured	https://bdlga.com.au/management-committee/
1D	Our history	https://bdlga.com.au/about-us/
1E	Our Constitution	https://bdlga.com.au/resources/
1F	BDLGA By-Laws	https://bdlga.com.au/resources/ (under Constitution dropdown menu)
1G	BDLGA Strategic Plan 2026 to 2030	https://bdlga.com.au/resources/ (under Strategic Plans dropdown menu)
1H	BDLGA current financial position	https://bdlga.com.au/delegate-meetings/ (please note Treasurer's Report is included with each Delegate Report)
1I	BDLGA Management Committee minutes from recent minutes	https://bdlga.com.au/management-meetings/ (please note this is a secure page with which password access is allocated to all Management Committee members)

We do not simply expect you to read and comprehend this plethora of material. Once you have familiarise yourself with it, please contact secretary@bdlga.com.au to arrange a mutually convenient time to walk you through these key pieces of information, clarify any necessary matters, matters on which our Management Committee is currently working, and current challenges.

B. Your legal duties

The BDLGA is an incorporated association. Every board member in Australia carries legal duties under legislation governing incorporated associations. The governing legislation in Queensland is *The Associations Incorporation Act 1981*.

These include the duty to act with care and diligence, the duty to act in good faith, the duty to disclose conflicts of interest and the duty to prevent insolvent trading. New committee members should understand these duties before they attend their first formal meeting, not after something goes wrong.

The above information is outlined in the BDLGA Constitution in the following sections/clauses – **clause 5.1.4**; **clause 5.14**; and **clause 8.2.3** respectively. Carefully review these sections/clauses.

C. The practical mechanics of the role

Constitutionally, the BDLGA Management Committee **must meet** at least once every three months to exercise its functions (clause 5.6.2). BDLGA do not engage staff or have a physical office location. Instead, Management Committee members are all **volunteers** and offered an **annual Honorarium** for their services (refer to <https://bdlga.com.au/honorarium/>).

Four (4) to five (5) planned Management Committee meetings are usually held annually with the provision for extra-ordinary meetings if required. Most Management Committee meetings are typically convened immediately following Delegate meetings and are scheduled as follows:

When	Description
February/March	this is the annual planning meeting, and no Delegate meeting is involved.

When	Description
April	second meeting convened immediately following 1st Delegate meeting annually.
June	third meeting convened immediately following 2nd Delegate meeting annually.
August/September	fourth meeting convened immediately following 3rd Delegate meeting annually.
November/December	fifth meeting (if outstanding business needs to be address) convened immediately following 4th Delegate meeting and AGM annually.

The BDLGA President (unless otherwise delegated) presides as Chairperson at Management Committee Meetings (clause 5.6.7) and all questions arising at a Management Committee meeting are decided by a majority vote of members of the Management Committee present and voting at the meeting. If the votes are equal, the question is decided to maintain the status quo (clause 5.6.6). As outlined in the BDLGA By-Laws, the President does **not** have the casting vote. Please refer to section 5.7 of the Constitution for details about the quorum.

Management Committee members including the **President, Treasurer, Junior Chair, Pennant Chair, Tournament Chair**, and **Special Events Chair** are required to submit management reports to the Secretary in advance of each Delegate meeting. It is expected all Management Committee members be available to attend any/all BDLGA tournaments and events including Delegate and Management Committee meetings. However, BDLGA reiterates our Management Committee members are **volunteers** and if unable to attend a Management Committee meeting, either the Secretary or a Sub-Committee member can present a report on behalf of an absent member.

It is important each new Management Committee member understands the practical mechanics of their role so they can participate effectively from the very first meeting.

D. The people

Constitutionally, the BDLGA Management Committee must have at least three members, of whom one holds the position of **President**, one holds the position of **Treasurer** and **any other members** that the club Delegates elect at a General Meeting (clause 5.1.1). However, as outlined in the BDLGA By-Laws, it is recommended the following positions make up the Management Committee: President, Vice-President, Treasurer, Secretary, Tournament Chair, Tournament Sub-Committee member/s, Pennant Chair, Pennant Sub-Committee member/s, Junior Chair, and Junior Sub-Committee member/s. In 2026, the Management Committee introduced a new position on the committee known as Special Events Chair to better distribute the workload. This new position is also supported by Special Events Sub-Committee member/s.

Some key conditions relevant to **each** Management Committee member include:

- they must be a financial member of the Association (clause 5.1.2).
- any two financial members of an affiliated club may nominate another financial member of an affiliated club (the candidate) to serve in a Management Committee position (clause 5.2.2).
- A person may be a candidate only if the person is 18 years of age or older and eligible to be elected as a member under section 61A of *The Associations Incorporation Act 1981* (clause 5.2.7).
- they cannot simultaneously serve as a member of the Management Committee and as a club Delegate (clause 5.1.3).
- members must retire from office at each AGM, but are eligible, on nomination, for re-election (clause 5.1.5).

- there is no maximum number of consecutive terms for which a Management Committee member may hold office (clause 5.1.6).
- casual vacancies on the Management Committee may be filled (section 5.4).
- If there is only one candidate for a position, the candidate is declared elected unopposed at the General Meeting, if approved by a majority of club Delegates present and voting. If the candidate is not approved, then nominations for the position may be taken from the floor of the meeting (clause 5.2.5).
- If, at the start of the AGM, there are no candidates nominated for any position, nominations for that position may be taken from the floor of the meeting (clause 5.2.6).
- If there is more than one candidate, voting is determined by lot.

Governance is done by people. New Management Committee members are encouraged to have a brief one-on-one conversation with each existing member as soon as practicable following appointment to get to know who their fellow Management Committee members are, what each person brings to the table, and how the Management Committee tends to work through matters including disagreement.

E. Other key documentation

This induction information aims to detail the written component of the induction of a new committee member. It is a reference document, **not a substitute for conversation**. Its purpose is to provide new Management Committee members something they can return to as they settle into their role. Other relevant documentation is listed below:

Item	Document	Source
5A	BDLGA Annual Budget	Tabled at each meeting in June annually and available upon request from the Treasurer
5B	BDLGA Annual Meeting Calendar	https://bdlga.com.au/management-meetings/ (under Quick Reference Information) and https://bdlga.com.au/delegate-meetings/
5C	BDLGA Management Committee availability (updated annually)	https://bdlga.com.au/management-meetings/ (under Quick Reference Information)
5D	BDLGA Procedures	https://bdlga.com.au/resources/ (under Legal, Fees, Policies)
5E	BDLGA Forms	https://bdlga.com.au/resources/ (under Forms, Handbooks, Rules, Handicapping)
5F	Policies and Procedures when dealing with Children in Sport	https://bdlga.com.au/resources/ (under Legal, Fees, Policies)
5G	Golf Australia Position Statements and Policies	https://bdlga.com.au/resources/ (under Legal, Fees, Policies)

We encourage you to review this information as time allows and return to it as necessary.

F. Your first meeting matters

The first meeting a new Management Committee member attends sets the tone for their entire contribution. If you arrive without adequate preparation, you will spend that meeting catching up rather than contributing. If you arrive well prepared, you can engage from the start. That engagement builds confidence and confidence builds contribution.

The BDLGA will endeavour to briefly check-in with you before your first meeting, will ensure you are introduced and welcomed from the start, and will invite you to ask questions without judgment as small ways of assisting you transition into your new role. We encourage you to reach out to other longer-serving Management Committee members as points of contact, especially during your first term of office.

G. What to expect during your first term of office (any beyond)

Outside the induction itself, the BDLGA will seek to provide a clear picture of what is expected of you, an understanding of which documents you should review before each meeting, how much time the role typically requires, and who to contact when you have a question. We encourage you to ask the obvious questions, including the ones you may think you should already know the answer to.

Your duty of care as a BDLGA Management Committee member requires you make informed decisions. That duty cannot be discharged by a committee member who was never given the required information. The BDLGA will take responsibility for making sure that information is provided to you. If you feel you have not been provided with the necessary information, please contact secretary@bdlga.com.au and request what you believe you need.

Available Resources:

BDLGA Annual Cycle of Activity
BDLGA Onboarding Checklist
BDLGA Role Functions

Revision History:

Version	Prepared By	Approved By	Date
0.1	Cathy Hindmarsh, Secretary	Ros Englund, President	27/08/2026
1.0	Cathy Hindmarsh, Secretary	Management Committee	25/09/2026