

## DRAFT GOVERNANCE COMMITTEE WORKPLAN 2023

### OUTSTANDING ACTIONS FROM 2022

GC TOR CLAUSE	GC TOR REFERENCE	ACTIONS	WHEN BY	WHO	COMMENTS
3.2.1	<b>WL Constitution, bylaws and policies</b> - establish a process and schedule for their regular review to ensure they are serving the needs of the organisation and members	<ol style="list-style-type: none"> <li>1. Check C &amp; BL now to confirm we are doing what we should be doing</li> <li>2. Hold a webinar with members to discuss work of GC and how policies will be decided in future</li> </ol>	<p>30 April</p> <p>25<sup>th</sup> May</p>	SB	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed = feedback to be discussed in June</li> </ol>
3.2.2	Recommend which <b>WL policies</b> should be approved by the Board +and the GA and organise a minimum of one Stakeholder Engagement Webinar per year at which these can be discussed and appropriate routes to their approval agreed.	<ol style="list-style-type: none"> <li>1. Process for approving policies was approved in 2022</li> <li>2. Shared ideas with Members and refine as appropriate</li> <li>3. WL policies reviewed as appropriate</li> </ol>	<p>N/A</p> <p>May</p> <p>December</p>	<p>N/A</p> <p>ALL</p> <p>SB/IS</p>	<ol style="list-style-type: none"> <li>1. Completed</li> <li>2. Completed</li> </ol>
3.2.5	<b>Compliance and risk</b> – consider issues of compliance and risk in relation to WL governance including national and/or international legal obligations	<ol style="list-style-type: none"> <li>1. Review disclosure requirements under US non-profit law, e.g., 990 filing, and assure compliance</li> <li>2. Review D&amp;O coverage in place for volunteer leadership</li> </ol>	<p>30 Apr</p> <p>June 23</p>	EP/AJ	<ol style="list-style-type: none"> <li>1) Report back in June</li> <li>2) Set up WG in June to discuss and report back</li> </ol>
3.2.6	<b>Advice to members</b> – establish a process to receive, consider and	<ol style="list-style-type: none"> <li>1. <del>Determine Governance Committee meeting dates (even just the months)</del></li> </ol>	15 June	MK/PD/WA	WG to meet and agree next steps in light of the actions in this

	<p>respond to governance questions or concerns from members</p>	<p>in advance; set 'query submission dates' which relate to the meetings (say, last day of the preceding month); publish both of these online at <a href="https://worldlacrosse.sport/about-world-lacrosse/governance/">https://worldlacrosse.sport/about-world-lacrosse/governance/</a></p> <p>2. Develop a Google Form for submission of such queries, the link for which should also be published on the above website. The message at the end of the Google Form should confirm the timeframe in which a response will be provided by the Governance Committee (essentially, shortly after the next meeting of the Committee). There should also be a link to download a Word version of the Form to complete and email (to the Secretary of the Governance Committee).</p> <p>3. The Secretary of the Governance Committee should be responsible for collating submissions and making them available to the Governance Committee members, in advance of the next meeting.</p> <p>4. Any such queries that are submitted should be included on the agenda of the relevant meeting of the Governance Committee (a standing item on the agenda, e.g. "Queries Received" should suffice) so that the Governance Committee as a whole is able to consider any questions.</p>			<p>section being finalised and webinars. Report back in June</p>
--	---	--	--	--	--



		<p>WL Chief Brand &amp; Communications Officer (Christy Cahill) for her initial views on how communications between members and from members back to WL should work.</p> <p>3. Invite Christy Cahill to meet members of our sub-group (Paul &amp; Tak) in-person in Towson to have an initial discussion about the above two points. A written summary of ideas from that meeting will be developed.</p> <p>4. Sub-Group to meet again (Michael, Paul, Tak) via Zoom to discuss outcomes of meeting with Christy</p>			
	<b>New Actions for 2023</b>				
3.2.3	<p>Ensure <b>generic operating procedures</b> are being followed by all WL Committees, Commissions and Working Groups and annually review the Committee TORs with the Chairs;</p>	<p>1. Revise generic operating procedures</p> <p>2. Circulate to Commissions and Committees</p> <p>3. Committees and Commissions to review their TORs and send to GC by March</p> <p>4. Revised TORs to go to the Board in June</p> <p>5. Annual report to be completed by each Committee Oct - Dec</p>	<p>Jan</p> <p>Jan</p> <p>March</p> <p>Dec</p>	SB/AJ	<p>1-4 Completed</p> <p>5) Committees requested to complete in October. To be discussed in Jan GC meeting</p>
3.2.4	<p><b>Roles and responsibilities</b> – review these regularly to ensure appropriate balance between the GA, Board and Management Team</p>	<p>1. GC 101 to be shared with the GC</p>	<p>June</p>	EP/AJ	<p>To be discussed at June GC meeting</p>

3.2.9	<p><b>Performance evaluation</b>  – support the regular review and evaluation of overall and individual Board performance in relation to required Board roles and areas of responsibility;</p>	<ol style="list-style-type: none"> <li>1. Create Board evaluation survey</li> <li>2. Seek GC members' feedback</li> <li>3. Circulate survey to Board members</li> <li>4. Results to be shared with President</li> <li>5. Create/implement an annual board performance assessment programme</li> </ol>	<p>Jan  Feb  Feb  March  June</p>	SM/AC	<p>1-4 Completed  Results to be used for Board/Staff awayday in July  Feedback from Board sought in July about the evaluation survey which will feed into next steps (5)</p>
3.2.10	<p><b>Organisation effectiveness – encourage</b> implementation of standards and best practices, benchmarking WL governance documentation against comparable international sporting (and other similar corporate and/or not-for-profit) bodies to ensure alignment with international best practice.</p>		June	WA	<p>WA to benchmark WL governance documentation against comparable sporting bodies and report back in June</p>