

Transition to Mandatory Board Quotas

STARTING THE JOURNEY

The introduction of mandatory quotas aims to bring about long term cultural change for Victorian sport in order to grow and strengthen sport and recreation organisations through good governance practices. How each organisation seeks to address the mandatory quotas may be different, as will the journey and processes undertaken.

Items to Consider:

The following points are designed to help guide your organisation as you start the process of addressing the incoming quotas:

1. Is your board aware of the incoming changes?

- What information do they need?
- How has/will this be communicated?
- Do board members need additional information/support/training?

2. Who will undertake the work?

- Do you have a working group/sub-committee to drive the transition?
- Is there a current sub-committee with the right skills to deliver this?
- How will they report to the board?
- Do you need to consider external assistance?

3. Organisation structure

- What type of organisation are you? (i.e. Company Limited by Guarantee, Incorporated Association etc.)
- What legislation impacts the structure of your organisation?
- Are there clauses in your constitution that may constrain the move towards quotas?
- Will constitutional change be required?

4. Review your organisation's board composition

- How many directors can your organisation have?
- Who can be a director of your organisation?
- Is there provision for appointed directors? Are there restrictions around these positions?
- Do directors have term limits?
- Is director rotation staggered?

5. Complete a skills audit

- Undertake a [skills audit of current directors](#)
- Identify any significant areas of experience and skills that are missing
- Identify any experience or skills required to assist your organisation meet its strategic plan
- Incorporate information about skills desired in upcoming election advertisements

6. Reflect on director recruitment methods

- How are vacancies advertised?
- Who receives this information?
- Do you actively seek/encourage potential directors to nominate?
- Do you utilise a nominations sub-committee to assist to recruit directors?
- Do you advertise beyond your membership?
- Is a director nomination kit developed providing all information a potential director may require?
- How long before the AGM do you seek nominations?

7. Consider timeframes relating to your next AGM

- How much notice is required to convene an AGM?
- When do nominations need to be received by your organisation?
- What is the expected director rotation based on maximum terms (if in place)?

8. Meeting practices

- Does the meeting time and location make attendance accessible to potential directors?
- Can your organisation utilise technology to assist with meeting attendance (i.e. Teleconference and video conference)?

Where to from here?

Utilising the points above:

1. Review your organisation and board structures.
2. Identify and prioritise key actions
3. Plan the next two years of governance action
4. Seek additional support and guidance as required

Remember:

- Vicsport is here to support and assist your organisation through the transition process
- Quota requirements come into effect as of 1 July 2019
- Research shows that increased gender diversity on boards leads to improved organisational performance. [Find out more here.](#)

Further Information:

Vicsport is available to assist with discussion, review and planning of the transition process. Should you have any questions or concerns, please contact:

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