



## Transparency Accountability Policy

### Introduction

**The Barwon Grove Golf Club** values its relationship with its clients, its members, its donors, its volunteers, and other stakeholders who partner with it to enable it to achieve its purpose.

It recognises that transparency and accountability build trust and help those relationships to flourish.

### Purpose

The purpose of this document is to recognise the importance of transparency and accountability and facilitate the development and implementation of measures by The Barwon Grove Golf Club's Board volunteers and Staff to provide appropriate transparency and accountability.

### Policy

#### 1. Board Reporting

1. The Board must ensure that it complies with its legal and contractual reporting obligations. They include:
  - a. Reporting annually to the Members, in accordance with the requirements of the constitution, on the organisation's activities in the preceding year, and providing an opportunity for questions.
  - b. Preparing financial reports as required by law.
  - c. Reporting to donors in accordance with the terms of any philanthropic grants issued.
2. In addition to its specific legal and contractual obligations, the Board will consider each year whether there are any other stakeholder relationships which could benefit from receiving a report from the Board on the organisation's activities and performance.
3. In undertaking its function of reporting to stakeholders, the Board must be mindful of the organisation's privacy policy, underpinned by its privacy law obligations, and it must take care to act in the interests of The Barwon Grove Golf Club.
4. Deliberations of the Board and its sub-committees shall be dealt with in accordance with the Board confidentiality policy/procedure.

## 2. Client Records

The Barwon Grove Golf Club will deal with client records in accordance with its privacy law obligations.

## 3. Staff Records

The Barwon Grove Golf Club will deal with staff records in accordance with the *Fair Work Act 2009* (Cth), and its privacy policy and privacy law obligations.

## 4. Member and Donor records

The Barwon Grove Golf Club will deal with client records in accordance with its privacy policy and privacy law obligations.

## 5. Access to Minutes of General Meetings and the Members Register

Access to minutes of general meetings and the Members Register will be provided in accordance with the terms of the constitution.

## Responsibilities

For the Board to facilitate accountability and transparency with stakeholders, there needs to be good internal documentation and reporting.

The treasurer is responsible for ensuring that there are systems and processes in place to capture, record and analyse the information necessary to enable the Board to perform its reporting functions. This includes reporting regularly to the Board on the operations of The Barwon Grove Golf Club.

The secretary will also ensure that privacy and other policies are in place to govern the access and use of documents including client records, staff records, member and donor records, and minutes of general meetings, in accordance with the Board's transparency and accountability policy.

Staff are responsible for implementing and adhering to the policies and procedures developed by the The Board.