

BOARD CHARTER

Commencement Date: 27 January 2025

Equestrian Northern Territory

PO Box 901, Coolalinga NT 0839

T: 0497 303 535

E: admin@ent.org.au

W: www.nt.equestrian.org.au



DOCUMENT REVIEW

This Board Charter relates to Equestrian Northern Territory's Board responsibilities and governance framework.

This charter will be reviewed and updated as required, on a periodic basis but at least once every 2 years from its date of adoption.

Version	Commencement Date	Date Endorsed	Endorsed By	Revision Date
1	September 2020	September 2020	ENT Board	September 2022
2	27 January 2025	24 January 2025	ENT Board	January 2027

Table of Contents

Introduction	4
Purpose of the Charter.....	4
Key Responsibilities	4
Roles and Functions of the Board	4
Board Appointment and Tenure	4
Confidentiality and Conflict of Interest	4
Meeting Procedures	5
Board Subcommittees.....	5
Relationship with Management.....	5
Crisis Management	5
The Board and IT.....	5

Introduction

This Charter sets out the roles, responsibilities, structures and processes adopted by the Board of Equestrian Northern Territory ENT to ensure effective governance and compliance

Purpose of the Charter

The Charter aims to:

- Formalise procedures to ensure ENT and the Board act in a transparent and dutiful manner in internal and external dealings
- Establish checks and balances to monitor Board operations and management.,
- Provide stakeholders with clear governance standards for performance evaluation.

This Charter does not seek to repeat, but to amplify, the Constitution. Where a conflict exists between the Charter and Constitution, the Constitution takes precedence

Key Responsibilities

The Board's responsibilities include:

- Acting in the best interest of ENT and its members.
- Providing strategic direction and oversight of ENT activities.
- Ensuring compliance with relevant laws and the ENT constitution.
- Overseeing financial and non-financial risks.
- Managing stakeholder relationships and ensuring effective communication

Roles and Functions of the Board

The Board ensures:

- Strategic alignment of ENT activities with its purpose.
- Resource allocation consistent with ENT's values and objectives.
- Effective risk management and compliance frameworks.
- Transparent appointment process for Directors and committees.
- Oversight of management, including the General Manager.

Board Appointment and Tenure

Directors are appointed in accordance with the Constitution:

- Elected Directors serve three-year terms.
- Appointed Directors fill vacancies for the remainder of the term. Directors are not remunerated but may be reimbursed for approved expenses.

Confidentiality and Conflict of Interest

All Board proceedings and documents are strictly confidential. Directors must:

- Sign a Deed of Non-Disclosure.
- Declare potential conflicts of interest and abstain from related discussions or votes.

Meeting Procedures

Scheduled Meetings:

- Held bi-monthly, with one meeting aligned with the AGM.
- Agenda items should be submitted five days in advance.
- Minutes follow a standardized format, including decisions and actions.

Unscheduled Meetings:

- Convened with agreement from three Directors or in a response to urgent matters.

Decision Making:

- Decisions can be made out of session via written resolutions including digital.

Board Subcommittees

Subcommittees support the Board's functions and operate under, and the Subcommittee Charter reviewed by the Board and updated as required, on a periodic basis but at least once every 2 years.

Relationship with Management

Daily operations are managed by the ENT Office.

- Directors should direct information requests through the ENT Office to avoid unnecessary workload.
- Subcommittees must coordinate through the ENT Office.

Crisis Management

The Board's roles during crises include:

1. **Preparation:** Establishing contingency plans.
2. **Response:** Supporting management efforts.
3. **Recovery:** Assisting in restoring normal operations.

The Board and IT

The Board utilizes collaborative IT tools for efficient communication and document sharing. Directors are expected to maintain basic IT proficiency for participation in virtual meetings and document review