MARRICKVILLE BOWLING & RECREATION CLUB BOARD COMMUNICATIONS POLICY

1. Purpose

The purpose of this Policy is to establish the standards and expectations for communications by Directors of Marrickville Bowling & Recreation Club (MBRC) in carrying out their governance responsibilities.

The Policy promotes transparency, professionalism, confidentiality, consistency of messaging and respect for members, staff and fellow Directors while recognising the Board's collective decision-making role.

2. Scope

This Policy applies to all Directors of MBRC and covers all forms of communication, including verbal, written, electronic, social media and other digital communications undertaken in their capacity as Directors.

3. Guiding Principles

Directors will communicate in a manner that:

- acts in the best interests of the Club;
- supports good governance and sound decision-making;
- promotes confidence in the Board and the Club;
- is respectful, courteous and professional;
- protects confidential and personal information; and
- complies with the Club's Constitution, policies and applicable legislation.

4. Collective Decision-Making

The Board governs collectively.

Directors are encouraged to express their views openly and constructively during Board meetings. Once the Board has made a decision, all Directors are expected to support that decision publicly, regardless of any differing views expressed during deliberations.

Nothing in this Policy prevents a director from recording a dissenting vote in the minutes where appropriate.

5. Communications with Members

Directors are encouraged to engage positively with members and answer general questions about the Club.

Directors must not:

- disclose confidential Board information;
- discuss matters subject to legal, commercial, employment or privacy obligations;
- speculate on matters that remain under Board consideration;
- make commitments on behalf of the Board unless authorised; or
- represent personal opinions as Board policy.

Where a member seeks information that cannot appropriately be disclosed, Directors should advise that the matter is confidential or refer the enquiry to the Secretary Manager or the Board.

6. Communications with Staff

The Board's role is governance rather than operational management.

Individual Directors must not direct, supervise or instruct employees except where authorised by the Board or where immediate action is necessary to protect people or Club property.

Operational matters should be referred to the Secretary Manager.

Directors should always treat staff with courtesy, respect and professionalism.

7. External Communications and Media

Unless authorised by the Board:

- the President is the Board's spokesperson on governance matters;
- the Secretary Manager is the primary spokesperson on operational matters; and
- Individual directors may not make public statements or communicate with the media on behalf of the Club.

Directors expressing personal opinions must make it clear they are speaking in a personal capacity.

8. Electronic Communications

Directors must exercise the same standards of professionalism in email, text messaging, social media and other electronic communications as they do in face-to-face communications.

Directors must not:

- publish confidential Board information;

- engage in disrespectful, offensive or inflammatory commentary concerning the Club, its members, staff or fellow Directors; or
- use electronic communications in a manner likely to damage the reputation of the Club.

9. Use of Club Membership Contact Information

The Club's membership database, including members' names, email addresses, telephone numbers and other personal information, is a confidential Club asset.

Unless otherwise authorised by the Board, communications to members using the Club's membership database will be issued by or through the Secretary Manager.

Access to the membership database is provided to Directors solely for the purpose of carrying out their authorised governance responsibilities and must be used only for authorised Club business.

Directors must:

- use the membership database only where the communication has been authorised by the Board, is issued in accordance with a Board-approved policy, or forms part of the Director's authorised governance responsibilities;
- protect the privacy and confidentiality of members' personal information at all times;
- use the Blind Carbon Copy (BCC) field, or another Board-approved communication system that protects members' personal information, whenever sending emails to multiple members;
- comply with privacy legislation; and
- ensure that communications are accurate, respectful and consistent with the Board's decisions and the best interests of the Club.

Directors must not:

- use the membership database for personal correspondence or private purposes;
- use the membership database to promote or communicate about private, social, political, commercial or fundraising activities unless expressly authorised by the Board;
- use the membership database for election campaigning, lobbying or factional activities;
- disclose, copy, forward or distribute the membership database or members' personal information to any unauthorised person;
- disclose members' email addresses or other personal information to other recipients without their express consent or other lawful authority; or
- use the membership database in any manner that is inconsistent with this Policy or the best interests of the Club.

10. Directors as Patrons

Directors are also members of the Club and are entitled to participate in Club activities and express personal views.

When communicating with members, Directors should distinguish between comments made in a personal capacity and statements made on behalf of the Board.

A Director must not imply that a personal opinion represents the position of the Board unless authorised to do so.

11. Confidentiality

Information obtained by Directors through their position on the Board is confidential unless it has been lawfully released by the Board or is otherwise in the public domain.

Directors must not disclose confidential information during or after their term of office except where required by law or authorised by the Board.

12. Respectful Conduct

Directors are expected to communicate with integrity, honesty and mutual respect.

Differences of opinion are a normal part of effective governance and should be addressed through appropriate Board processes.

Directors should avoid behaviour that could reasonably be expected to undermine confidence in the Board or the Club.

13. Breaches of this Policy

Any concerns regarding compliance with this Policy should be raised with the President or, where appropriate, the Board.

The Board may determine an appropriate response to any breach, taking into account the nature of the conduct, the circumstances and the best interests of the Club.

Nothing in this Policy limits the Board's powers under the Constitution or any applicable legislation.

14. Review

This Policy will be reviewed by the Board at least every three years, or earlier if required, to ensure it remains current, effective and consistent with good governance practices.

Approval

Policy Owner: MBRC Board of Directors

Approved by the Board on 22 September 2026

Review Date by no later than 21 September 2029

Director Acknowledgement

I acknowledge that I have received, read and understood the Marrickville Bowling & Recreation Club Board Communications Policy.

I agree to comply with the Policy and understand that it applies throughout my term as a director.

Director	Signature	Date
Graheme Sheldrick		
Steve Lemon		
Charlie McDonald		
Peter Lange		
Sam Knight		
Dave Hynes		
Janet McLean		