The 2020 Squash & Racquetball Victoria AGM will be held on **Friday March 27th at the Mulgrave Country Club, commencing at 6.30 pm.**

**Nominations for Squash & Racquetball Victoria Board**

In accordance with the Squash & Racquetball Victoria Constitution, the following positions are open for election at the AGM:

* **Board Member x 7**

Nominations for the above positions should be submitted on the Nomination Form attached and forwarded with all applicable documents to the Squash & Racquetball Victoria office and received by **1st of March 2020**. Late nominations will not be considered. Nominations may be lodged:

* By email to [exec.director@squashvic.com.au](mailto:exec.director@squashvic.com.au)
* By mail to Squash & Racquetball Victoria, Box 6 Melb. Sports & Aquatic Centre, Aughtie Drive, Albert Park 3206

Any Member may submit nominations for the position of Director. Directors shall be elected by all Members\* entitled to vote at an AGM.

**Voting at the AGM**

## The following members\* are entitled to vote at General Meetings, with such vote being exercised by the Member's representative:

### Each Club Member and Venue Member is entitled to:

#### one (1) vote if it has between 1 and 40 registered financial members affiliated with Squash & Racquetball Victoria;

#### two (2) votes if it has between 41 and 80 registered financial members affiliated with Squash & Racquetball Victoria; and

#### three (3) votes if it has more than 80 registered financial members affiliated with Squash & Racquetball Victoria; and

### each Associate Member is entitled to one (1) vote.

## \*Please note that under clause 5 of the Squash & Racquetball Victoria Constitution, to vote members must be affiliated (completed and submitted the affiliation form and financial). Clubs should be incorporated, or in the process of becoming incorporated.

## Postal votes (being lodged by mail, electronically or other manner deemed acceptable by the Executive Director) will be accepted by the Chairman when they have been received at least 24 hours prior to the meeting.

**Board Director – Nomination Form**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Proposer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Member organisation)

And I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Seconder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Member organisation)

Nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of candidate)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Contact Telephone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Email)

For the position of Director.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature of Candidate)

**Candidate Statement**

In support of your nomination, you are required to submit a candidate statement. Your candidate statement forms part of your nomination and must be received before the close of the nomination period. The purpose of the statement is to assist members at Squash & Racquetball Victoria’s annual general meeting in making an informed choice of candidate, should the number of candidates exceed the number of positions available on the board and a ballot be required.

Your candidate statement must be no more than 300 words long and may include:

* age
* personal and family information
* recognised educational attainments and qualifications
* details of your professional experience
* memberships of associations, clubs and community organisations
* relevant non-professional experience

the statement **MUST** include:

* your reasons for seeking to join the board of Squash & Racquetball Victoria
* your vision for squash/racquetball in Victoria

All candidate statements will be printed in the same type, format and layout for distribution to voting members.

If you would like a photograph to be included with your candidate statement, please submit a recent passport style photograph (email submission only).

**Information for Candidates**

Information concerning the role of a Board Director and capabilities expected of a Board member is detailed on the following pages. Please note an induction process will be conducted to assist new Directors in performing their role.

**Board Director – Role Description**

The board’s primary role is one of trusteeship on behalf of its members and stakeholders, ensuring that Squash & Racquetball Victoria remains viable and effective in the present and for the future.

***The board should:***

* Determine Squash & Racquetball Victoria’sstrategic direction, core values and ethical framework
* Appoint, dismiss, direct, support professional development for, evaluate the performance and determine the remuneration of the Executive Director
* Approve, monitor and review the financial and non-financial performance of the organisation
* Ensure an effective system of internal controls exists and is operating as expected, and that policies on key issues are in place and appropriate and that these can be applied effectively and legally to those participants or persons whom they are intended
* Develop/maintain a clearly articulated and effective grievance procedure
* Ensure financial and non-financial risks are appropriately identified and managed
* Ensure the organisation complies with all relevant laws, codes of conduct and appropriate standards of behaviour
* Provide an avenue for key stakeholder input into the strategic direction of the organisation
* Ensure director, board and chairman performance evaluation occurs regularly

Members of the board may have been nominated or elected to the role from affiliated clubs and leagues. Members of the board are expected to make decisions for the betterment of the organisation and sport as a whole and not necessarily to promote or advance the self-interest of individual clubs or leagues

Be appropriately prepared for and commit to attending board meetings that are held at least 8 times per year at the Melbourne Sports & Aquatic Centre. In addition directors are expected to attend the AGM, any relevant sub-committee meetings and occasional Squash & Racquetball Victoria promotional activities.

**Capabilities required for a Board member role:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Planning and Organising** | **Monitoring and Reviewing** | **Working Together** | **Being effective and accountable** |
| **Establishes the vision**  Creates a clear and inspiring vision for the future and demonstrates understanding of, and commitment to, the primary purpose of the organisation | **Reviews budgets and financial reports**  Ensures solvency of the organisation and that the organisation is protected against fraud and theft; interprets regular financial reports; monitors and reviews financial performance; ensures expenditure aligns with objectives and priorities | **Contributes to meetings**  Regularly attends meetings; works to meeting protocols; listens actively; focuses on the presenting issue; and provides relevant and succinct contributions that assist the meeting to efficiently work through the agenda | **Clarifies roles and responsibilities**  Establishes appropriate Board and sub-committee structures; ensures that roles and responsibilities are clearly defined; is clear about the distinction between governance and management; critically reviews Board performance |
| **Designs the strategy**  Contributes to the development of a sound strategic plan so that staff and members can work to achieve identified outcomes and vision | **Ensures compliance**  Ensures that the organisation is accountable and meeting reporting requirements of funding bodies, employment and other legislative responsibilities; has adequate insurances and provides a safe environment for staff and Board members | **Engages with community / members**  Builds and maintainsrelationships that will ensure decisions are informed by community’s /members’ best interests; promotes the organisation through various networks; and supports fundraising initiatives | **Behaves ethically**  Ensures Board independence; acts in the best interests of the organisation; avoids conflicts of interest; does not use position as a Board member to obtain advantages for self or others |
| **Is informed**  Understands the big picture and emerging issues that will impact the organisation; reads papers prior to meetings and obtains good information to actively participate in discussion and decision-making | **Manages risk**  Establishes a risk management framework to review and prioritise risks to the organisation; and develops strategies to control or mitigate risks that could threaten the organisation | **Works to a sound policy framework**  Establishes Board policies to address financial management, terms for officeholders, conflict of interest, relations with CEO and code of conduct for Board; establishes other policies as required; ensures decisions are guided by agreed policies | **Makes clear and timely decisions**  Makes timely and transparent decisions that reflect a commitment to organisational sustainability and strategic vision; acts in good faith, and publicly stands by agreed Board position |
| **Plans for sustainability of Board**  Plans for organisational sustainability and financial viability; recruits new Board members with relevant and diverse skills and experience; supports induction; undertakes Board reviews and Board development activities | **Critically reviews reports**  Critically reviews CEO and other reports on the activities and financial position of the organisation to ensure the organisation remains viable and working to its strategic vision | **Fosters stakeholder engagement**  Communicates with stakeholders; ensures that appropriate mechanisms are in place to inform and engage with stakeholders to further the achievement of organisational objectives | **Operates within constitutional requirements**  Ensures that the requirements and obligations of the constitution are met |
| **Focuses on key issues**  Works together with fellow Board members to prioritise the Board’s work, focus on outcomes and address issues that impact on the organisational sustainability | **Monitors strategy and reviews achievements**  Working with the CEO, monitors progress against strategic plan; revises strategy as required; and celebrates organisational achievements with staff and other stakeholders | **Provides leadership and works collaboratively** Works together to provide organisational leadership; respects differences and values diversity; supports the Chair and CEO to meet their obligations; and commits to agreed decisions | **Respects confidentiality**  Maintains confidentiality about decision-making and ensures that information is not misused |