



Squash Queensland Policy

BOARD and STAFF APPOINTMENTS

Version 3 Effective 1/1/21

- 1.1 This policy is to be read in conjunction with the Board Guidelines Policy.
- 1.2 Board positions – Squash Queensland will
 - Advertise the AGM on the Squash Queensland Website
 - Advise the President and/or Secretary of all Regional Bodies (the Squash Queensland members)
 - Declare all positions vacant at the AGM held each year
 - A voting process will take place to determine the successful candidates.
- 1.3 CEO position – Squash Queensland will
 - Squash Queensland is an equal opportunity employer relative to the CEO position however experience in the squash industry will always be highly regarded.
 - Advertise the position on the Squash Queensland website.
 - Advertise the position throughout Australia via Squash Australia.
 - A revised Position Description will be made available at the time for candidates to examine and address the key selection criteria.
 - Appoint a 3-person panel to shortlist, interview and ultimately select the successful candidate.
 - The CEO may be contracted or engaged as an employee.
- 1.4 All other positions which may be required from time to time are at the complete discretion of the CEO. A person may be approached or targeted for a position, a position may be advertised or an employment house may be requested to find a suitable candidate. It is not a requirement that every position is advertised or an interview process is conducted.
- 1.5 The CEO is to provide the Board with a summary of performance each year. The Board is to review this prior to the AGM each year. The Board is to discuss areas of improvement they wish to see in terms of their expectations of the CEO.



- 1.6 Where the Board is dissatisfied with the performance of the CEO they are to meet as a Board without the CEO to discuss the issues of concern. The Board as a whole must then communicate these to the CEO at a meeting.

The Board must then provide reasonable and sufficient time for the CEO to change.

If the CEO fails to change in accordance with the instructions given the Board must meet with the CEO and detail their concerns again but this time the President of the Board must prepare an official letter and issue this to the CEO with full details of the Board's concerns, expectations and consequences of non-performance.

- 1.7 Training – Squash Queensland is to provide any Board or staff member with reasonable training deemed necessary to fulfill their roles effectively and efficiently.

ENDS