



BOARD NOMINATION FORM

ANNUAL GENERAL MEETING

24 OCTOBER 2015

POSITION: GENERAL BOARD MEMBER

TERM:

2 year term OR limited term (Oct 2015 - Feb 2017)

NOMINATION FORM

GENERAL BOARD MEMBER

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About Netball Queensland

Netball Queensland is the peak state sporting organisation responsible for the governance, development, promotion and administration of netball throughout Queensland. The Queensland Netball Association was established in 1971 and incorporated under the Associations Incorporation Act in 1985. The Association began trading under the name Netball Queensland in 2000. Netball Queensland is a non-profit sporting organisation governed by a Board of Directors and managed by a vibrant team out of the head office in Moorooka.

Membership is made up of affiliated netball Associations from across Queensland and currently has 79 affiliated Associations representing 361 netball clubs and over 55,000 registered players and non-playing participants. The State is divided into 12 regions each with a Regional Committee consisting of elected delegates from affiliated associations within the region. Support for netball has grown to include community participation and spectator involvement by engaging with the corporate community, schools, media, government and local authorities, ensuring excellence in all spheres of the sport.

Netball Queensland's strategic plan includes the following Strategic Priorities which drive our business:

- Involving people in Netball
- Capacity of our people
- Grow our brand
- Build our business

Further information on Netball Queensland and its core functions can be found at: www.netballq.org.au

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Suitability Criteria for General Board Member

As the Netball Queensland General Board Member from October 2015 until October 2017, you will be expected to carry out the following duties:

This is a strategic role and the key areas of responsibility include:

- Oversight of governance responsibilities
- Compliance with WHS responsibilities
- Review of organisational and program reports
- Delivery of the Netball Queensland strategic plan
- Review budgets, financial models, financial reporting and delivery of operations to the budget.
- Engage broader stakeholder groups where appropriate to foster positive relationships in the wider business community
- Uphold the decisions of the Board
- Review and implement Netball Queensland's Constitution, By-laws and Code of Conduct

Required skills and Experience:

- Previous Board experience and strong understanding of a corporate governance
- Capability to lead and/or contribute to the Board's work on strategy, governance, risk and monitoring of organisational performance
- Advocacy experience
- Capability to work with the Board on difficult decisions
- Excellent communication skills (including verbal and written communication)
- Strategic thinking skills
- Demonstrated high-level/extensive decision making skills
- Experience in change management would be highly desirable

Additional Advice

During this term it is proposed that Netball Queensland will move a public company limited by guarantee, a model approved by the Australian Sports Commission. Directors elected at this meeting will serve a limited term to help with the transition to the new company (if approved by the members at the Annual General Meeting), so their term will encompass both the requirements of the Associations Incorporations Act 1981 and Corporations Act 2001.

You must not act as a director or secretary (or manage a company) without court consent if you:

- are an undischarged bankrupt
- are subject to a personal insolvency agreement or an arrangement under Part X of the *Bankruptcy Act 1966* (Bankruptcy Act) that has not been fully complied with
- are subject to a composition under Part X of the Bankruptcy Act and final payment has not been made, or
- have been convicted of various offences such as fraud or offences under company law, such as a breach of your duties as a director or insolvent trading. If you have been convicted of one of these offences you must not manage a company within five years of your conviction. If imprisoned for one of these offences, you must not manage a company within five years after your release from prison.
- If you become bankrupt, enter into a personal insolvency agreement or are convicted of a relevant offence at a time when you're a director or secretary then you automatically lose that office. The company must then notify ASIC that you're no longer a director or secretary of the company. For more information, see Information Sheet 14 *Bankruptcy and personal insolvency agreements* ([INFO 14](#)).
- ASIC can also ban you from being a company director in certain situations.

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- If you're not allowed to be a company director or secretary, you're not allowed to manage a company. It is a serious offence to set up dummy directors while you really manage the company.
- Directors must also be 18 years or older.

Meetings and time commitment

- The Netball Queensland Board meets face to face every second month, usually on the fourth Monday of every month. Meetings typically last from 12.00pm to 4.30pm.
- Since the Constitution requires the Board to meet monthly, the alternate months' meetings will be via teleconference lasting approximately one hour.
- Netball Queensland will cover cost of flights and accommodation (if required) for Directors based outside Brisbane and surrounds.
- Newly-elected directors will be provided with an Induction Pack and will receive a briefing from the President and/or CEO prior to the first meeting after election.

In order for the Nomination to be valid you must ensure:

1. Each section of the form is filled out correctly and signed by the nominee, proposer and seconder.
2. Proposers and seconders must be current financial members of Netball Queensland at the time of signing the nomination form. Refer to clauses 4.3.4 (a, b, c and d) of the Netball Queensland Constitution.
 - a. Each nominee is required to attach a statement of suitability of 250 words or less addressing the suitability criteria on page three and four together with a passport photo.
 - b. A current Resume/CV outlining your previous experience on industry peak bodies.
3. All Nominees must be eligible to pass a Criminal history check and obtain a Blue Card. Successful Nominees who are elected to the Board will be required to undertake both processes immediately after their election.

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Name of Nominee: _____

Position of Nominee: _____

Status (Please Circle): Association Representative/Netball Queensland Life Member/Independent

Netball Queensland Membership Number: _____

Association Name: _____

Signature of Nominee: _____

Date Signed: _____

Name of Nominator: _____

Position of Nominator: _____

Status (Please Circle): Association Representative/Netball Queensland Life Member/Independent

Netball Queensland Membership Number: _____

Association Name: _____

Signature of Nominator: _____

Date Signed: _____

Name of Secunder: _____

Position of Secunder: _____

Status (Please Circle): Association Representative/Netball Queensland Life Member/Independent

Netball Queensland Membership Number: _____

Association Name: _____

Signature of Nominator: _____

Date Signed: _____

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Statement of Disclosure

Section 61A of the Associations Incorporations Act 1981, eligibility for election to a management committee states:

- (1) *A person is not eligible to be elected as a member of an incorporated association's management committee if -*
 - (a) *the person has been convicted -*
 - (i) *on indictment; or*
 - (ii) *summarily and sentenced to imprisonment, other than in default of payment of a fine; and*
 - (b) *the rehabilitation period in relation to the conviction has not expired.*
- (1A) *Also, a person is not eligible to be elected as a member of an incorporated association's management committee if -*
 - (a) *under the Bankruptcy Act 1966 (Cwlth) or the law of an external territory or another country, the person is an undischarged bankrupt; or*
 - (b) *the person has executed a deed of arrangement under the Bankruptcy Act 1966 (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or*
 - (c) *the person's creditors have accepted a composition under the Bankruptcy Act 1966 (Cwlth), part X or a corresponding law of an external territory or another country and a final payment has not been made under the composition.*

In completing the nomination form, the Nominee understands that should the nominee be successfully elected, the Nominee will be required to obtain a Blue Card and a criminal history check will be completed and a successful result on the check is a minimum requirement for Directorship.

Statement of Commitment

If elected to the Netball Queensland Board I agree to abide by and act in accordance with:

- a. All Netball Queensland Board Policies adopted from time to time.
- b. Netball Queensland's Constitution, By-laws and policies and procedures.
- c. The Associations Incorporation Act 1981
- d. Corporations Act 2001

I also understand as a minimum requirement I will:

- a. Attend all scheduled meetings and out of hours monthly Board meetings (unless otherwise notified).
- b. Read Board papers, provide feedback and debate issues as appropriate.
- c. Listen carefully to my fellow Board members.
- d. Maintain confidentiality at all times.
- e. Be available at short notice for unplanned or emergency decisions.

I understand that upon election, if I do not comply with any of the above in the Statement of Commitment, I will be subject to penalty which may include exclusion from the Board for the remainder of the elected term.

Name of Nominee: _____

Signed: _____

Date: _____

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Should you require any clarification with regards to completing this form please do not hesitate to contact the Membership Services Unit on (07) 3848 6330 or by emailing nominations@netballq.org.au

Submitting your Nomination

To submit a Nomination, ensure you have completed and attached all the paperwork:

1. completed Nomination Form,
2. attach an appropriate (i.e. passport) photo; and
3. signed Statement of Disclosure and Statement of Commitment to Netball Queensland.

Your Nomination must be submitted via post or email, as per the details below, no later than **COB 17th September 2015**:

By Post:

The Secretary
Netball Queensland
PO Box 50
Moorooka QLD 4105

Email:

Att: The Secretary
nominations@netballq.org.au

Checklist

Please ensure the application is complete by ticking the boxes below:

- The nomination form has been completed and has been signed by the nominee, proposer and seconder.
- The Statement of Suitability, no more than 500 words is attached to the nomination form.
- Resume/CV
- A passport photo is attached to the nomination form.