

Memo

To Association Memo Distribution List
(Association Executives, Delegates, Netball NSW Board Members and Netball NSW Life Members)

From Michael Anderson –Netball NSW Company Secretary
Richard Kidd – Returning Officer (Australian Election Company, Online Voting Returning Officer)

CC Carolyn Campbell - Chief Executive Officer,

Date Tuesday, 28 January 2020

Re **Election Notice – 2020 Netball NSW Board Elections**

Call for Nominations

In accordance with The New South Wales Netball Association Limited (**Netball NSW**) Constitution (V1.9.2018) and Netball NSW's Election and Voting Policy, nominations are now invited from eligible individuals who wish to be considered for election as an Elected Director of Netball NSW with effect from the conclusion of the Annual General Meeting (**AGM**) of Netball NSW to be held on **Saturday 21 March 2020**.

Key Dates Summary

- Nominations for the position of Elected Director open at 5.00 pm on **Tuesday 28 January 2020** and close at **5.00 pm (AEDT) on Tuesday 11 February 2020**.
- Voting Instructions will be sent via email (or by post, if this method of delivery has been requested) to all Association Presidents and Secretaries (unless an Association has nominated an alternative person prior to **3 February 2020**), Netball NSW Life Members and Netball NSW Directors on **Friday 6 March 2020 (Ballot opens at 10.00 am on this date)**, with voting closing at **5.00 pm (AEDT) Friday 20 March 2020**.

Available Elected Director Positions

In accordance with the Constitution, two (2) Elected Director positions are available to be filled in 2020. The candidates elected to fill these positions will serve a term of **three (3) years**.

The terms of appointment of the following current Elected Directors expire at the AGM, however, each is eligible to re-nominate for the position of Elected Director in accordance with Clause 15.7(e) of the Constitution:

- Vincent De Luca OAM; and
- Diana Fraser

Eligible Candidates

Nominations for the positions of two (2) Elected Directors are invited from eligible individuals who, in accordance with Clause 15.3 of the Constitution, meet the following qualifications of Directors:

- are a Member of an affiliated Association of Netball NSW;
- are at least 18 years of age;
- are not a direct employee of Netball NSW; and
- does not hold an executive or officer position in any Association.

In addition, candidates should note that, in accordance with Clause 15.6 of the Constitution, no more than two (2) Directors of Netball NSW may be members of the same Association at any one time.

Netball NSW has a commitment to securing and maintaining a Board that has a balanced set of skills to represent its members and their interests. As an organisation, Netball NSW is committed to innovation, corporate governance and to be the benchmark in performance for state sporting bodies in Australia.

Candidates with skills and experience in the areas described in the Director Skills and Experience document set out in Appendix A to this Election Notice will be preferred and highly regarded.

Nominations Process

Nominations must be submitted in writing using the 2020 Director of Netball NSW Nominations Form set out in Appendix B of this Election Notice (**Nominations Form**) and must be signed by the nominee and the proposers of the nominee (who must be two (2) individual members of affiliated Associations of Netball NSW who are at least 18 years of age). All completed Nomination Forms must be accompanied by details of the nominee's relevant experience and qualifications **not exceeding half of an A4 page**, a policy statement **not exceeding 750 words** and an appropriate quality headshot photograph (preferably in JPEG format).

Nominees for Elected Director positions must also complete, sign and submit the Consent to Act as a Director and Disclosure Form that forms part of the Nominations Form.

The **Nomination Form** and **Consent to Act as a Director and Disclosure Form** can also be downloaded from <https://nsw.netball.com.au/>.

Nominations for the position of Elected Director open at 5.00 pm on **Tuesday 28 January 2020** and close at **5.00 pm (AEDT) on Tuesday 11 February 2020**, and the completed and signed Nomination Form (including the signed Consent to Act as a Director and Disclosure Form, an appropriate quality headshot photograph and any other accompanying documents) should be lodged with Netball NSW's Returning Officer Michael Anderson by one of the following delivery methods:

By Email (preferred): addressed to the Netball NSW Returning Officer – Michael Anderson at elections@netballnsw.com

By Post: addressed to the Netball NSW Returning Officer – Michael Anderson at PO Box 396, Lidcombe, NSW, 1825

By Fax: addressed to the Netball NSW Returning Officer – Michael Anderson at (02) 9951 5099

Nominations must be received by the Returning Officer by no later than the closing date of 5.00 pm (AEDT) on Tuesday 11 February 2020. Please also note that any nominations received prior to the opening of the nomination period at 5.00 pm on Tuesday 28 January 2020 will be rejected.

Note: It is the responsibility of senders to ensure that their nomination reaches the Returning Officer before the deadline for nominations. You may call the number below to check.

Nominations can be withdrawn by nominees by notice in writing to the Returning Officer **by no later than 5.00pm (AEDT) on Thursday 13 February 2020.**

Voting Instructions

The election of Elected Directors and the appointment of Life Members will be conducted by the Online Returning Officer Richard Kidd, who has been approved by the Netball NSW Board of Directors, using an online voting system provided by Australian Election Company, Netball NSW's external online voting services provider. The results will be declared at the AGM to be held at 9.00 am on **Saturday 21 March 2020 at the Sydney Olympic Park Tennis Centre.**

Please note that voting instructions and access to Ballot materials for both the election of Elected Directors and for the award of Life Membership will be sent via email (or by post, if this delivery method has been requested) to all Association Presidents and Secretaries (unless an Association has nominated an alternative person prior to **3 February 2020**), Netball NSW Life Members and Netball NSW Directors on **Friday 6 March 2020 (Ballot opens at 10.00 am on this date)**, with voting closing at **5.00 pm (AEDT) Friday 20 March 2020.**

If you have any queries on the contents of this Election Notice, in the first instance, these should be directed to Michael Anderson by phone (02) 9951 5000 or via email elections@netballnsw.com

If you have any queries on the online voting system, in the first instance, these should be directed to Wade Hadley (the Online Returning Officer's representative) by phone (07) 5432 9017 or via email whadley@austelect.com.

Michael Anderson
Netball NSW Company Secretary
Netball NSW Returning Officer
(02) 9951 5000
elections@netballnsw.com

Richard Kidd
Online Returning Officer
(07) 5432 9017
rkidd@austelect.com

Appendix A - Preferred Directors Skills and Experience

The Netball NSW Nominations Committee have recently completed and reviewed the skills of the existing Board, paying particular attention to the skills of the Directors coming to the end of their term.

As such, the Netball NSW Nominations Committee have highlighted the specified five (5) areas of expertise as those of greatest priority for 2020 Elected Directors of Netball NSW to ensure an appropriate skills balance and succession planning.

1. Digital Communications, Media, Marketing and Business Development

- a. A broad range of commercial/business experience in areas including sales, marketing, branding, customer service and business development, including proven success in increasing the perceived value of a product line or brand over time in the market and/or transforming customer experience; **or**
- b. Experience leading the implementation of digital and other media/communications strategies and/or operating an eCommerce business.

2. Management of People and Culture

The ability to oversee strategic human resource management planning and employee relations at the Board level, including safety and wellbeing; workforce and succession planning; organisational change; performance appraisal processes; Executive compensation/broad-based incentive planning and staff/stakeholder cultural engagement. This may include but not limited to relevant qualifications and/or experience as a senior HR professional, CEO or senior member of a Management team in a similar or larger sized organisation.

3. Technology, Digital and Data Expertise

- a. Knowledge and experience in the strategic use and governance of IT management and technology within an organisation, with preferable experience in delivering new product offerings; **or**
- b. Understanding of and experience with the rapidly changing nature and use of data and digital technologies and their impact on Netball NSW and the sporting industry.

4. Finance, Executive Management and Business Acumen

- a. Experience at an Executive and/or Board level of a similar or larger sized organisation including the proven ability to:
 - i. think strategically and identify and critically assess strategic opportunities and threats for Netball NSW; **and**
 - ii. appoint and evaluate the performance of the CEO and senior managers and a broad range of commercial/business expertise including business systems, practices and improvements; **or**
- b. Degree qualified in accounting, economics, finance or similar qualification with significant experience in a professional or corporate role. Ability to analyse key financial statements; critically assess financial viability and performance; contribute to strategic financial planning; oversee budgets and the efficient use of resources; and oversee funding arrangements and accountability.

5. Community Netball Knowledge and Experience

- a. Deep understanding of and experience in community netball by prior Executive or senior position at Club and/or Association level including:
 - i. Knowledge and understanding of Netball NSW pathways (for players, coaches, umpires and officials), competitions, facilities management and delivery of community netball; **and**
 - ii. Proven ability to personally influence and succeed with change management and/or succession planning within an Association environment.

Preferably the candidate will either reside or have a close connection to a regional area of New South Wales, but not essential.

For all candidates, knowledge of and/or connections with netball or other relevant sport experience preferred (but not essential).

For 2020 it should be noted that Board meetings are scheduled for (in most cases) Tuesday afternoons approximately every 6 weeks. Dates for conflict checking are available on request.

In addition, candidates should possess the following personal attributes:

- A commitment to the highest standards of governance and integrity;
- Well-developed strategic thinking capabilities and ability to contribute to the effective decision making of the Board;
- Excellent communication skills with a collaborative approach;
- Preparedness to ask questions and challenge management and peer Directors in a constructive and appropriate way about key issues;
- Capacity to leverage professional networks to promote and grow Netball NSW by creating opportunities for both financial and other support;
- The ability to work as part of a team, and commit to acting with respect for Management, peer Directors and relevant organisational and Board processes;
- Demonstrated passion and time to make a genuine and active contribution to the Board; and
- Act in a manner consistent with a Director's role as custodian of the organisation and the game and appropriately represent Netball NSW.

Netball NSW embraces diversity and inclusion in the workplace. We encourage Aboriginal and Torres Strait Islander and people of all other cultural backgrounds and people with disabilities and other diversity characteristics to apply.

We also specifically seek interest from candidates from regional areas of New South Wales.

Yours faithfully,

Louise Sullivan
Chairperson
Netball NSW Nomination Committee
lsullivan@netballnsw.com

Appendix B

2020 Director of Netball NSW Nomination Form

Personal Details

First Name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>	Suburb	<input type="text"/>
Postcode	<input type="text"/>		
Association	<input type="text"/>	Club	<input type="text"/>
MyNetball ID	<input type="text"/>		

Contact Details

Home Phone	<input type="text"/>	Work Phone	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>

Nomination Details

Please provide details of your netball experience and qualifications at all levels:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Please provide a list of your academic qualifications:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Please provide details of work related experience, governance experience or other experience addressing the skill sets relevant to the role of a Director of Netball NSW.

<input type="text"/>
<input type="text"/>
<input type="text"/>

Please provide details of your relevant experience to the below skill sets as advertised:

Sport Sector knowledge and experience

Leadership, Strategic Planning and Business Acumen

Finance, Accounting and Risk Management knowledge

Governance

Marketing and Business Development

Government Liaison and Advocacy

Digital communications, Media and Marketing

Management of People and Culture

Policy Statement:

This needs to address the following areas:

- *The reason for your nomination*
- *Your primary value add to the board and wider netball community*
- *Key strategic priorities*

Maximum 750 words

[illegible]

Nomination Support

Nominated by

Signature

MyNetball ID

Association

Club

Seconded by

Signature

MyNetball ID

Association

Club

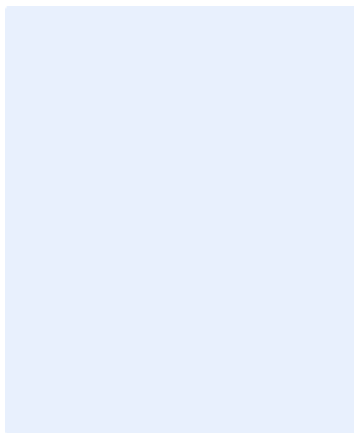
I accept the nomination/s for the positions of Director of Netball NSW:

Nominee

Signature

Date

Please submit an appropriate quality headshot photograph with this application.



Consent to Act as Director and Disclosure Form

The Board of Directors

The New South Wales Netball Association Limited ACN 001 685 007 (Netball NSW)

Annexure B

In accordance with Section 201D of the Corporations Act 2001 (Cth) (**Act**), I hereby notify my consent to act as a Director, if elected or appointed, to the Board of Netball NSW. If my election or appointment is successful, I request you to table at the next meeting of Directors of Netball NSW and record in the Company Register the following information:

1 Personal Details

Name	<input type="text" value="Click or tap here to enter text."/>
Residential Address	<input type="text" value="Click or tap here to enter text."/>
Business Occupation	<input type="text" value="Click or tap here to enter text."/>
Date of Birth	<input type="text" value="Click or tap to enter a date."/>
Place	<input type="text" value="Click or tap here to enter text."/>

2 I am an officer or member of the following corporations and firms and must be regarded as interested in any contract with these corporations or firms. I have also set out the nature and extent of my interest:

3 The offices and property that I hold where duties or interests might be created in conflict with my duties or interest as a director of the Netball NSW, and the nature, character and extent of the conflicts are:

4 As required by the Act, I disclose my direct or indirect interest in the following contracts with Netball NSW:

5 I give you general notice that I am an officer or member of the under mentioned corporate(s) and firm(s) and should be regarded as interested in any contact which may be made with that corporation(s) or firm(s).

Click or tap here to enter text.

6 I give you further notice that I possess the undermentioned property and hold the following offices whereby duties or interests might be created directly or indirectly in conflict with my duties as a Director of Netball NSW.

Click or tap here to enter text.

7 I understand that if elected or appointed as a Director of Netball NSW that I will be assuming a range of legal responsibilities and I agree to act honestly and diligently in my performance of those legal responsibilities.

Click or tap here to enter text.

8 I acknowledge that service on the Board of Netball NSW will include but is not limited to:

- Bimonthly Board Meetings – *currently held Tuesday evenings, every 6 weeks.*
- Sub Committee Meetings – *dependent on the subcommittee there is atleast 6 meetings held annually.*
- Attendance to Suncorp Super Netball home games for both the NSW Swifts and GIANTS Netball
- Attendance to various ceremonial events.

Click or tap here to enter text.

Signature

this

day of

Note: Any changes in relation to the above must be advised to Netball NSW in writing within fourteen (14) days of becoming aware of this change. Delay in advising of any change may result in a fine from the Australian Securities and Investments Commission.