



# Netball NSW

## Roles and Responsibilities of Appointed Panels and Tribunal Policy

Adopted by New South Wales Netball Association Ltd at its Board Meeting held on 5 September 2023

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## **1 Appointments Process**

- 1.1 Each year, Expressions of Interest (EOI) will be requested for members to be appointed to the various listed Panel positions.
- 1.2 Completed EOI's with current and relevant experience, are to be submitted on the approved form, to be received by the Chief Executive Officer, or their nominated delegate, by the requested date.
- 1.3 The Board will make all appointments to Panels as required.
- 1.4 Casual Panels may be appointed by the Board from time to time to fulfil a particular function.
- 1.5 Where applicable and appropriate meetings of Appointed Panels may be conducted via various technology options, this includes telephone and video conferences.

## **2 Conflict of Interest of Appointed Panels and Tribunals**

- 2.1 There are two elements to consider when determining whether a conflict of interest exists:
  - Does the member have a personal interest?
  - Could a reasonable person perceive that the personal interest might be favoured?
- 2.2 Panel Members must declare any potential conflict of interest. This is then recorded in the minutes of the meeting.
- 2.3 The Panel must determine whether the interest of the Panel Member is a material personal interest.
- 2.4 If the Panel consider the interest is a material personal interest, the Panel Member will not be permitted to remain in the meeting during the consideration of that matter and will not be permitted to vote in respect of it.
- 2.5 If the Panel does not consider that the interest is a material personal interest, the panel member will be permitted to remain in the meeting and will be allowed to vote in respect of the agenda item.
- 2.6 Notwithstanding if a Panel Member has made a declaration, then the Panel Member may elect not to participate in a meeting or to vote in respect of the agenda.
- 2.7 A conflict of interest shall be deemed to arise if the matter to be discussed or upon which a vote is to be taken involves the nomination, selection or appointment of the member, a relative, close friend or associate. Note: membership of the same Netball Association does not necessarily mean there is a close friendship or association.
- 2.8 Relative means:
  - parent
  - spouse or former spouse, including de facto partner
  - siblings
  - a child or step child
  - uncle

- aunt
- first cousin
- grandparent/great grandparent
- grandchild/great grand child
- parent-in-law
- son-in-law
- daughter-in-law
- sister-in-law
- brother-in-law
- step sister or half sister
- step brother or half brother
- foster child/foster parent
- guardian
- step-relation in any of the above defined 'relative' categories

### 3 Board Appointed Panels

The following Panels will be subject to an EOI process and will be appointed by the Board of Directors annually:

#### 3.1 Anne Clark BEM Service Award Panel

- Five members, including the Chairperson, who is to be a Director of Netball NSW appointed by the Board.
- Selection Criteria:
  - Understanding of the Anne Clark BEM Service Award history.
  - Understanding of Association development.
  - Ability to operate effectively as a member of a small team.
  - Registered Member of Netball NSW.

#### 3.2 Historical and Archive Panel

- Five members to be appointed by the Board one of whom will be appointed honorary historian by the Board annually.
- Chairperson to be appointed by the Board annually.
- Selection Criteria:
  - Understanding of recording & storage of historical information.
  - Knowledge of Netball NSW history.
  - Ability to operate effectively as a member of a small team.
  - Registered Member of Netball NSW.

The following Panels will be appointed by the Board of Directors annually and are not subject to an EOI process:

#### 3.3 Hall of Fame Panel

- The Judging Panel will comprise the following five personnel appointed by the Board:
  - The Chairperson of Netball NSW.
  - One Board appointed Director.
  - One Life Member appointed by the Board.
  - One eminent person appointed by the Board.
  - One representative from the Selection Panel of the NSW Hall of Champions.

- The Chairperson of Netball NSW will be appointed as Chairperson of the Judging Panel. In the absence of the Chairperson, an alternate Director will fill the role of Chairperson.

#### 3.4 Netball NSW Waratah Service Award Panel

The Judging Panel will comprise the following three personnel appointed by the board:

- Two Board Directors, one of whom shall serve as the Chairperson of the Panel.
- One current member from the Anne Clarke Service Award Panel.

#### 3.5 Netball NSW Recognition Reference Panel

The Panel will comprise of five personnel appointed by the Board.

### 4 Board Appointed Tribunals

4.1 The Board will approve, on an annual basis after each Annual General Meeting, a pool of eligible persons to be appointed to the following tribunals to conduct such tribunals as required in line with the relevant Netball NSW Policies:

- a) Hearing Tribunal
- b) Appeals Tribunal

### 5 Duties of Appointed Panels

5.1 The duties of all appointed Panels will be determined by the Board of Directors.

5.2 Duties of the Chairperson of Appointed Panels:

- 5.2.1 Be responsible for advising members of all meetings at least fourteen (14) days prior to the meeting.
- 5.2.2 Forward the minutes to the Chief Executive Officer, or their nominated delegate, and to each member of the Panel within fourteen (14) days of each meeting and ensure a record of all meetings is maintained at the registered office of the Association.
- 5.2.3 Submit reports in the prescribed manner to the Chief Executive Officer, or their nominated delegate, for consideration by the Board.
- 5.2.4 Forward an Annual Report of the work of the Panel to the Chief Executive Officer by January 31 each year.

5.3 The Anne Clark BEM Service Award Panel will:

- Meet and consider annually the nominations received in accordance with the Netball NSW Volunteer Recognition and Awards Policy.

- 5.4 Hall of Fame Panel will:
- Meet, as required, and consider the nominations received in accordance with the Netball NSW Volunteer Recognition and Awards Policy.
- 5.5 Netball NSW Waratah Service Award Panel will:
- Meet and consider annually the nominations received in accordance with the Netball NSW Volunteer Recognition and Awards Policy.
- 5.6 Historical & Archive Panel will:
- 5.6.1 Undertake the recording, storage and maintenance of historical information detailing the development of Netball NSW.
- 5.6.2 Maintain all memorabilia including past uniforms used by athletes and officials in representing New South Wales. Maintain appropriate displays.
- 5.6.3 Assist Netball NSW in maintaining up-to-date records for the Netball NSW website Honour Roll, fixed Honour Boards and Honours on any other medium including but not limited to:
- a) Life Member recipients
  - b) Hall of Fame recipients including Legend and Heritage Lists
  - c) Anne Clark BEM recipients
  - d) Athlete and Official Awards
  - e) Australian and Netball NSW Representatives.
- 5.6.4 Maintain a history of each affiliated Association and other relevant bodies where information is provided.
- 5.6.5 Provide assistance to members in undertaking research of Netball NSW members for award nomination purposes.
- 5.7 The Recognition Reference Panel has two main purposes:
- 5.7.1 The panel is to provide confirmation of accurate information in relation to nominees and to provide to the Board the validity of nominations received in accordance with the Netball NSW Volunteer Recognition and Awards Policy and other relevant Policies for the following awards:
- a) Netball NSW Life Membership
  - b) Netball NSW Hall of Fame recipients including Legend and Heritage Lists
  - c) Netball NSW Waratah Service Award
- 5.7.2 The Panel to provide the Board and Management of Netball NSW with accurate information in relation to potential nominees for Australian Honours, athlete and official nominations for Awards that sit outside Netball when required.