



2021

INFORMATION RELATING TO AGM & ELECTION OF DIRECTORS

Nomination for Election

Financial bowling members of Oak Flats Bowling & Recreation Club are eligible to stand for election to the Board of Directors of the Oak Flats Bowling & Recreation Club Ltd provided they meet the eligibility conditions detailed in the Clubs Constitution.

Positions to be Elected

The positions to be elected at the 2021 AGM Elections will be:

2 x Director – 3 year term

1 x Director – 2 year term (residual term from position elected in 2020, as a result of Director Roger Blakey resignation)

2 x Occasional Bowls Secretaries (Mens Club) – 1 year term

There are four (3) Directors to be elected with the two candidates with the most votes being elected to a three (3) year term and the candidate with the 3rd greatest number of votes elected to a two (2) year term under the Triennial Rule.

Eligibility Requirements for Election to the Board

Subject to the Club's Constitution the following members are eligible to nominate for the 2021/22 Board Elections.

- Life Members

- Bowling members (who are Home Club Members and Active or Former Active Bowling Members) who have been members of the Club for the two (2) calendar years immediately preceding the date on which they stand for or are elected to the Board.
- Bowling members who have completed the training / education requirements to the satisfaction of the Board within 2 years prior to the nomination as per clause 28B of the Club Constitution.

Note: Further information regarding eligibility is available on request to the CEO Debbie Organ.

Opening and Close of Nominations

Nominations for election to the positions set out above open on Friday 24th December 2021.

Nominations close at 5:00pm on Friday 7 January 2022 and must be lodged in the designated locked container located at Oak Flats Bowling Club Reception prior to that time and date.

Nomination Forms

Nomination forms are available on request from the Oak Flats Bowling Club Reception staff from Friday 24th December 2021. Please ensure that you sign the nominations register.

Voting Eligibility

Subject to the Constitution only financial members are eligible to vote for the election of the Board. Once the election roll for the 2021/22 election is closed only financial members as at this date will be eligible to vote. The roll closes after new members are approved by the Board at the Board meeting immediately prior to the commencement of the nominations opening.

Voting Times

If an election is required, members will be notified of the voting times by a notice displayed on the noticeboard.

Training Requirements to be completed before a nomination can be accepted.

Subject to the Club's Constitution, before a nomination can be accepted, a candidate must successfully complete not less than two (2) training courses to the satisfaction of the Board, within the 2 years prior to nomination, relevant to the duties of a Club Director (and the Club must be notified of successful completion).

For the 2021/22 Board Election, the Directors have authorised the following training courses to be completed by candidates:

- Director Foundation and Management Collaboration – ClubsNSW Online / Accredited Trainer
- Finance for Club Boards – ClubsNSW online / Accredited Trainer
- Bullying & Harassment – CEM online
- WHS Fundamentals – CEM online
- Duties of Officers & Directors – Governance Institute of Australia online

Note: CEM is the Clubs current Workers Compensation Insurer.

Important Information on Training / Education Requirements:

If you wish to submit a nomination form, could you please contact the CEO Debbie Organ regarding the training requirements because:

- Certain members are not required to complete the training courses.
 - The training courses are online courses conducted by ClubsNSW / accredited training provider, the Governance Institute of Australia and CEM.
 - The Club is required to register a person who wishes to undertake the training courses and obtain log-in details. It can take up to three (3) business days for ClubsNSW, the Governance Institute of Australia and CEM to provide the Club with log-in details.
 - If the Club is not notified of successful completion before the close of nominations, then, in accordance with the Club's Constitution, the nomination cannot be accepted.
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Where to complete the required training

To ensure fairness the Board requires the training modules to be completed as follows:

- All candidates to complete the training courses on a computer supplied by the Club in the administration area of the Club.
 - The training courses and any associated tests will be supervised by a Club employee.
 - These measures are to ensure a candidate completes the training themselves and has no assistance from a third party.
 - Only after completing the training to the satisfaction of the Board will the nomination be accepted.
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Enrolment and costs of training

The Club will enrol all interested members and pay the ClubsNSW fees for the training modules.

The Board has approved the upfront payment of half the cost of the Governance Institute training and the re-imburement of the remaining training fees upon the successful completion and nomination of the member under Section 28B, 28B.1, 28B.2, 28B.3, 28B.4, 28B.5 of the Clubs Constitution.

For the avoidance of doubt the deposit payable by the nominee is \$290 which is refundable on nomination.

Schedule of Training times and dates

Training is available to be commenced from Wednesday 29th December 2021.

All training modules must be completed and returned to the Club by ClubsNSW, CEM or The Governance Institute or an accredited training provider by 5pm Friday 7th January 2022.

Training times are subject to availability of computer / desk space and supervising employees. Please contact Debbie Organ or Anissa Taylor at the Club to arrange a suitable time to complete these courses.

Please note: It is the candidates' responsibility to complete the training with sufficient time for the results to be returned to the Club (typically 3 working days) and thus, ensure their nomination for election to the Board is valid.

Confidentiality Agreement and Acknowledgment of Duties

In accordance with clause 28C of the Club's Constitution, a nomination will not be valid unless a candidate:

- executes the Club's "confidentiality agreement" (pursuant to which a candidate agrees to keep Board matters confidential); and
- executes the Club's "candidate statutory declaration" (pursuant to which a candidate acknowledges the duties that are imposed on directors of the Club and the abuse of powers provisions).

If you wish to submit a nomination form, could you please contact the CEO Debbie Organ or Anissa Taylor to obtain a copy of the confidentiality agreement and the candidate statutory declaration when nominations open.

Future Director Information Sessions

The Board will be holding an **information session** for future Directors / new candidates to outline the duties and responsibilities of a Director. The information session forms the first part in the **new Director induction** which the Club is obliged to complete for all new Directors.

The information session will be held at 5:30pm Tuesday 4th January 2022 in the function room at Oak Flats Bowling and Recreation Club.

If you are interested in attending an information session, please advise Debbie Organ or Anissa Taylor by 5pm Monday 3rd January 2021.

Dated: Thursday 23rd December
By direction of the Board

Debbie Organ
Chief Executive Officer