



2024

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 2024 AGM Elections will be:

2 x Director – 3-year term

Eligibility Requirements for Election to the Board

Subject to the Club's Constitution the following members are eligible to nominate for the 2024 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

Opening and Close of Nominations

Nominations for election to the positions set out above open on Monday 4th November 2024.

Nominations close at 5:00pm on Saturday 17th November 2024 and must be lodged in a sealed envelope at Reception at Oak Flats Bowling and Recreation Club, or with the CEO or Venue Manager in person, prior to that time and date.

Nomination Forms

Nomination forms are available on request from the Oak Flats Bowling Club Reception staff. 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 2024 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 2024 Board Election, the Directors have authorised the following training courses to be completed by candidates:

- Director Foundation and Management Collaboration – ClubsNSW Online or face to face at the club.
- Finance for Club Boards – ClubsNSW online or face to face at the club.
- 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.

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, if done online
 - 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.
 - Face to face training will be provided by the club, being the two-day Mandatory Director Training. You are required to enrol at reception if you wish to attend this training.
 - 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

Mandatory Directors Training will be conducted over 2 days at the Illawarra Yacht Club on 20th and 21st November 2024 at no cost. Both days must be completed.

The Board has approved the upfront payment of half the cost of the Governance Institute training and the re-imbusement 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 and satisfactory completion of the course.

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).

Confidentiality agreements are available by contacting the CEO or Venue Manager

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 will be held on 15th November 2024 in the function room at Oak Flats Bowling and Recreation Club from 4-5pm. If less than five (5) people register, the session will be held via zoom in the function room.

If you are interested in attending an information session, please register with reception at Oak Flats Bowling and Recreation Club.

Dated: Monday 4th November 2024
By direction of the Board

Debbie Organ
Chief Executive Officer