

APPLYING FOR A DIRECTORSHIP



2018
Integrated
Governance

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Introduction

St George Rowing Club, trading as Rowers on Cooks River, is a NSW registered club that supports competitive rowing. Rowers on Cooks River enjoy strong local membership and a unique location.

The Club was formed in 1957 by the rowing fraternity to finance the expensive sport of rowing. The Club's first own single storey Clubhouse was opened on April 28, 1962 on the banks of the Cooks River replacing a tin boating shed.

In the early years, regattas and training activities were conducted on the Cooks River. The construction of the nearby bridge to the airport together and the increasing siltation of Cooks River led to the rowing facilities being relocated to a small wooden building at Scylla Bay, Georges River, Como in Sydney's Sutherland Shire in 1973.

On November 25, 1979 a modern Clubhouse was opened to replace the original building on the Cooks River. St George Rowing Club continues to compete and train from its Como base. Rowers representing St George Rowing Club have won several State and National Titles. The Club has produced several Olympians including Ozzi Rod Chisholm, Zoe (Uphill) Lynam, Brony Roye, Bronwon Watson, and World Junior Champion, Hally (Hames) Chapman.

In preparation for the future, the Board have undertaken the important task of encouraging people who may look to nominate for a position on the Board of Directors this year or in coming years. The Club will support you by providing learning and development opportunities in governance including understanding financial reporting, leadership, and strategy. You will be able to attend a variety of networking opportunities on behalf of the Club.

The Strategic Vision for board and management is to be a responsive board and management team driving accountable leadership with a sense of urgency. The board and management is committed to embracing personal leadership and accountability, accelerating our responsiveness to external change, making smart business decisions with a sense of urgency, and attracting and empowering outstanding talent. Our values are trust, education, urgency, and accountability.

On behalf of the current Board of Directors, I would like to thank you for taking the time to consider nominating for a position on the Board to serve all of our Club members.

Regards,

Steven Harrison
Chairperson

Important Dates

These dates and times may be adjusted after publication.

ACTIVITY	DATE	TIME	to	TIME
Mandatory pre-nomination training session	Saturday, 9 June 2018	11:00:00	to	12:30:00
Member roll closes	Saturday, 30 June 2018	12:00:00		
Nominations open	Sunday, 1 July 2018	10:00:00	to	18:00:00
Nominations close	Sunday, 8 July 2018	18:00:00	to	NA
Ballot	Thursday, 12 July 2018	18:00:00		
Candidate profiles posted on noticeboard by...	Thursday, 12 July 2018			
Voting at Club Day 1	Friday, 13 July 2018	10:00:00	to	18:00:00
Voting at Club Day 2	Saturday, 14 July 2018	10:00:00	to	18:00:00
Voting at Club Day 3	Sunday, 15 July 2018	10:00:00	to	18:00:00
Voting at Club Day 4	Monday, 16 July 2018	10:00:00	to	18:00:00
Voting at Club Day 5	Tuesday, 17 July 2018	10:00:00	to	18:00:00
Voting at Club Day 6	Wednesday, 18 July 2018	10:00:00	to	18:00:00
Count and Report	Thursday, 19 July 2018	19:00:00	to	20:00:00
Voting at Club Day 7	Thursday, 19 July 2018	10:00:00	to	18:00:00
Annual General Meeting	Sunday, 22 July 2018	11:00:00	to	12:00:00

NOTE: In the event of inconsistency of dates and times, please note that the Constitution of *St George Rowing Club Ltd* and *Notice of Annual General Meeting and Resolutions* will take precedence over this document.

Part 1 | Being a Director of Rowers on Cooks River

Role of the Board of Directors

This chapter provides a summary on the Role of the Board, so you can learn to understand the way a Board functions. For further detail, please consult the Club Constitution.

THE COMPANY

The licenced clubhouse is at 1 Levey Street, Wolli Creek, NSW, 2205 with a boatshed located at Scylla Bay, Georges River, Como in Sydney's Sutherland Shire. Rowers on Cooks River is a company limited by guarantee with annual revenue of over \$4 million and assets of almost \$3 million. No group of members has special benefits and no Director represents one group of members exclusively.

ELECTION OF THE BOARD OF DIRECTORS

Members will be eligible to stand for or be elected to the Board once they have attended a pre-nomination information session conducted by the Club before the relevant election. This is to ensure that candidates are aware of the role and the responsibilities of being a director.

The Board is elected triennially at each Annual General Meeting of the Club. Life members, financial club members (other than probationary club members) and financial retired members are entitled to stand for and be elected or appointed to the Board with some exceptions outlined below.

Only members who have been members for the two consecutive calendar years immediately preceding the date on which they are to be elected or appointed to the Board shall be entitled to stand for and be elected or appointed to the Board.

The Board may appoint any eligible person to the Board to fill a casual vacancy, although the Board is not compelled to fill a casual vacancy unless the number of directors is reduced below the number required for a quorum.

At least two directors must be members of the Club who satisfy the CEO that they have paid an appropriate subscription to be rowers at the Club's Como Boat Shed or otherwise belong to the Club's rowing sub club which conducts rowing at the Club's Como Boat Shed.

A member shall not be eligible to stand for or be elected or appointed to the Board unless they have completed a pre-nomination information session conducted by the Club.

BOARDS DO NOT FUNCTION LIKE PARLIAMENT

Even though an individual may be associated with a particular group, as a Director you must act in the **interests of the whole organisation** and apply an **independent mind** to the Board's work and decision-making. Our Board could experience difficulties if individual Directors regard themselves only as representatives of a particular group.

THE BOARD GOVERNS WHILE THE CEO MANAGES

Boards fulfil a different role than management – a different job, not just a higher order of management. Even though a Director may possess skills or expertise in a management function (such as human resources, accounting, or marketing), exercising this skill (i.e. performing the job of the accountant or the marketer) is not a function of the Board. Possessing skills and expertise will assist a Director to contribute to Board debate about appropriate policies and strategic direction.

AUTHORITY OF THE BOARD

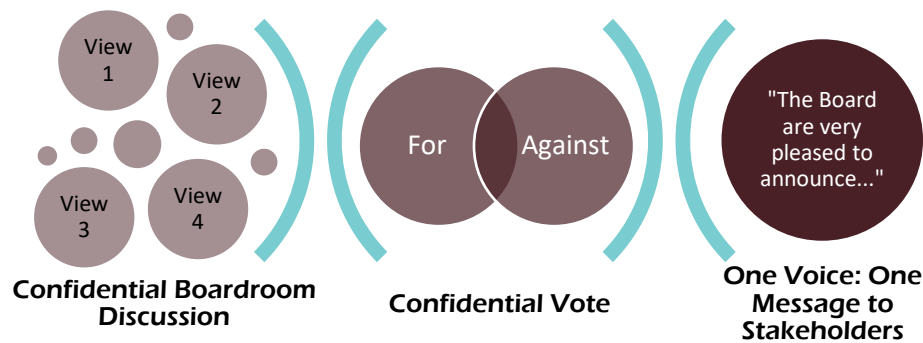
Directors have no individual power. The power lies in the body of the board where the directors act collectively. Decisions are validated by the majority of the board. The only time an individual Director acts independently is when they vote. No matter how an individual director has voted, they must support the decision of the Board. The Board acts as **One Voice** – one message to stakeholders.

Directors must exercise their powers for the purposes for which they were granted the position of director. The Constitution specifies the limits of the directors' power as well as by their obligation to exercise their power in good faith and for a proper purpose.

Directors have Fiduciary Duties under general law in Australia. They are:

- Duty to act in good faith and not to act contrary to the interest of the company
- Duty not to use power for an improper purpose
- Duty to avoid conflicts of interest
- Duty to retain discretion (not place themselves in a position where they are unable to make decisions in the best interests of the company).

DECISION MAKING AND 'ONE VOICE'



The Board of Directors govern and make decisions at the company level (not the operational level). Decisions are made on behalf of the company, not the members, or one group of members, staff, suppliers, or themselves. Some decisions are popular with members while, at other times, board decisions may not be popular. Boards are not elected to look after interests of specific groups of members. Even if it is written into the constitution's objects, directors still have a duty to avoid financial jeopardy and make decisions using the business judgement rule.

Directors use their individual judgement when making decisions and must ensure decisions comply with the law, the Constitution and Board Policy. The opinion of an individual Director must not have the weight of authority or influence over the Board's decision and no individual Director may undermine the Board's decision.

The final decision of the Board in any given instance should be in the form of a resolution of the Board at a Board Meeting. Once a decision is made it is vital that the Board act as one voice. Breaching confidentiality and not following the one voice principle is a major source of dysfunction on Boards. Board members are obligated to support Board decisions even if an individual Director personally disagrees with the decision.

ACCOUNTABILITY

All directors share in the decisions of the board, even if individual directors voted differently or not at all. Directors have a legal duty to exercise reasonable care and skill in 'guiding' the organisation. Failure to attend regular meetings, without approved leave of absence, and failure to pay attention to the 'goings-on' of the board, could be indicators of a breach of this duty.

Should anything go wrong in the club, directors could be legally responsible. It will not be a defence to say, 'I wasn't at the meeting when they made that decision,' or 'I'm just a volunteer'. Abstaining from voting will not necessarily be sufficient for a director to discharge their duties.

PRINCIPAL TASKS OF THE BOARD

The board ensures that the organisation remains viable and effective today as well as for the future. This is achieved through the principal tasks of the board.



a) Strategic Vision

The strategic process includes research, setting vision, values and objectives, strategies to achieve those objectives and determining reporting standards to ensure the CEO is implementing the strategy.

b) Legal and Policy Framework

Includes appropriate legislation, the constitution, bylaws and board policy and the recruitment, contracting and governance of the CEO.

c) Monitoring and Evaluating

Quality reporting allows the board to ensure the effectiveness of strategy and monitor the CEO's performance through judging actual results compared to targets and making decisions. Evaluating board and CEO performance is via an annual review.

d) Learning and Leadership

Prior to and after their election or appointment, Board members commit to ongoing learning and development relevant to their position.

INSTRUCTIONS TO STAFF OTHER THAN CEO

Directors must not instruct staff; individual Directors have no authority over the organisation. No one in the organisation works for an individual Director.

Position Description | Role of a Director

OVERVIEW

As part of the Arts, Sport and Recreation Sector, Registered Clubs play a vital role in society, in many cases directly impacting on the quality of people's lives.

In addition to abiding by the Code of Conduct, Directors are expected to actively participate in Board Meetings, developing and monitoring strategy, complex decision making, evaluation, and intelligent contribution at Board Meetings.

We are seeking nominations from those who possess a people-orientated leadership style and who are community-minded with the ability to negotiate complex problems with innovative ideas. The ideal candidate will have a desire to work well on a diverse team and demonstrate their commitment to continuous learning, particularly in leadership and strategy.

To ensure equity in decision making, we are encouraging nominations from diverse groups. The Club will support you by providing learning and development opportunities in governance including understanding financial reporting, leadership, and strategy. You will also be able to attend a variety of networking opportunities on behalf of the Club.

The Club is seeking nominations from members who may possess experience, insight, or skills in;

- Under 50s multiculturalism and diversity
- Business growth for financial sustainability
- Leadership
- Community engagement
- Technology and connecting.



BOARDROOM LEADERSHIP

A Director is a person who is elected or appointed to the position. Directors must carry out their duties in compliance with all applicable State and Federal law, our Constitution, By-Laws, Board Policy and other requirements deemed appropriate by the Board. This requires our Directors to commit the time necessary to understand and contribute to strategy, the formation of policy, and monitoring of results as well as engagement in ongoing skill development. Our Board has not delegated to any Director the right to independent decision making.

KEY KNOWLEDGE AREAS

- Mandatory Director Training
- Legislation: Corporations Act (Cth) 2001, Registered Clubs Act (NSW) 1976, Liquor Act (NSW) 2007, Gaming Machines Act 2001 (NSW)
- Strategic planning, Board Policy and Board Operations

SPECIFIC ROLES AND RESPONSIBILITIES OF A DIRECTOR

Strategic planning

- Participate in the formation and monitoring of strategy and annual strategic reviews
- Ensure strategic results are monitored each month in the Board Meeting as a priority
- Provide advice to the CEO in strategy implementation in Board Meetings

Legal and Policy Framework: Constitution, By-Laws and Board Policy

- Abide by the Code of Conduct and applied knowledge of By-Laws and Board Policy
- Participate in appropriate committees
- Ensure they are effectively inducted and trained in governance, abide by the one voice principle and behave consistently within their moral and legal duties

Legal and Policy Framework: CEO

- Maintain an effective working relationship with the CEO
- Consult with the President to deliver information to the CEO
- Participate in the annual review of the CEO

Monitor: Board Meetings and Other Meetings

- Directors are required to prepare for Board Meetings. Preparation may include reading material circulated, reading the minutes of the previous meeting and consideration of matters to be discussed.
- Directors are required to attend the annual general meeting, special general meetings, extra meetings to discuss strategy, committee meetings or to receive specialist training
- Decision-making: Directors are required to make complex decisions; 'Good decision-making'

is defined as decisions that are made in the best interests of the company; directors make decisions at the governance level, not at the management level of business

- Confidentiality: Directors recognise it is essential that information relating to any business and operational aspects of our organisation is treated confidentially

Evaluation: Board

- Participate in and support the annual independent review of individual Directors' performance and the group performance of the Board
- Participate in implementing action points for Board and individual Director improvements
- Ensure Directors engage in ongoing professional development relevant to their position

Leadership

- Represent the Board at events and meetings
- Participate in induction and mandatory Director training
- Increase the awareness of the benefits of diversity on Boards
- Commitment to continuous learning.

Strategic Plan

OVERVIEW

Our strategic plan provides the underpinning guidance for the Board in fulfilling our mission with maximum efficiency, impact and with regards to available funds, personnel and other resources. An important part of strategic planning is keeping in touch with trends and changes in the community.

Therefore, the Board need people who are awareness of:

- People internal to the organisation
- People external to the organisation
- Internal business and processes
- External trends and changes.

ANNUAL STRATEGY REVIEW

The annual strategy review takes the lessons the Board and CEO have learned during the year and reflects its continuous improvement in the revised strategic plan.

Management can present results, success and barriers to success, and alterations based on the changes in the environment can be considered. As new initiatives become 'business as usual', the Board can identify the next areas for continuous development. This is also a good time to review the composition of Board skills and learning and development requirements.

Current strategies include;

- Business improvement program
- Revision of Staff Policy and Procedure including performance management programs
- Operational profitability and productivity developments (bar, gaming, Mint café, functions)
- Local focus marketing and product selection
- Review of facility internal footprint and yield
- Property and investment review and plan
- Development of the sport of rowing

Directors Code of Conduct

PERSONAL AND PROFESSIONAL BEHAVIOUR

Personal and professional behaviour are the minimum standards that are required by federal and state law as well as general expectations of a person in the role of Director.

Professional Conduct

- Complying with the statutory duty of due care and diligence, any relevant legislative, constitutional, industrial and administrative requirement and keeping up to date with any changes to these requirements
- Exercising powers and discharging duties in good faith in the best interests of the organisation and for a proper purpose
- Not improperly using the position of Director to gain advantage for oneself or someone else or cause detriment to the organisation
- Not improperly using information obtained as a Director to gain an advantage for oneself or someone else or cause detriment to the organisation
- Disclosing to other Directors any material personal interest or pecuniary interest in a transaction
- Making decisions that are lawful and consistent with the Constitution, vision and values of the organisation and in the interests of members
- Contributing to the strategic planning of the organisation
- Monitoring the CEO's performance regularly including but not limited to evaluating documentation and contributing at Board Meetings
- Maintaining adequate documentation to support any decisions made
- Contributing to a safe, healthy and discrimination-free organisation environment.

Personal Conduct

- Upholding a position of trust to support the public reputation of the organisation and by treating each organisation member and employee with due courtesy and sensitivity
- Recognise that the position of Director has no power or authority when acting alone unless the Board has specifically delegated a specific task, function or responsibility to that Director
- Not instructing staff, including the CEO
- Exercise duties with honesty, good faith, loyalty, skill and care
- Make reasonable enquiries to ensure that the organisation is operating efficiently, effectively and legally towards achieving its vision
- Undertake diligent analysis of all proposals placed before the Board
- Strive to obtain value for organisational money spent, avoid waste and to use organisational resources in a proper manner
- Actively participate in continuous professional development and training.

CONFLICT OF INTEREST

Any conflict of interest is to be declared immediately upon identification as per *Corporations Act 2001*. Directors must promptly make full disclosure to the Board giving rise to an actual, potential or perceived conflict of interest and cooperate with the Board to ensure that all appropriate steps are taken to eliminate or manage such conflicts. Unless the Board otherwise determines, after a Director has disclosed the nature of an interest in any matter, the Director must not be present during any deliberation of the Board with respect to the matter or take part in any decision with respect to the matter.

Dealings with Relatives and Friends

Directors must not allow personal interests or the interest of any close associate or other interest to conflict with role of a Director or the interests of the organisation. Dealings may include personal (e.g. family, partner) or financial and the relationship may be current or in the past.

Financial Relationships

Subject to the Constitution, there is a potential for conflict of interest where a Director has a personal, financial or business relationship that may be advantaged by privileged knowledge or by advancing a Director's private interest at the expense of the interests of the organisation. Directors with a financial interest in a company, partnership or other business may not act to influence contracts between that entity and the organisation.

BOARD MEETINGS

Directors are required to prepare for all Board Meetings. Board papers are provided to each Director at least 48 hours before each meeting. Preparation may include (but is not limited to);

- Reading any material circulated prior to the relevant meetings
- Reading the minutes of an immediately preceding meeting
- Consideration of those or other matters to be discussed.

BUSINESS JUDGEMENT RULE

Directors must ensure they have followed the Business Judgement Rule in the *Corporations Act (Cth)* S180(2). That is, in making that judgement the Board have:

- Made the judgement in good faith and for proper purpose
- Do not have a material personal interest in the subject matter of the judgement
- Informed themselves to the extent reasonably appropriate
- Rationally believe that the decision is in the best interests of the company.

ACCEPTANCE OF GIFTS AND BENEFITS

A Director or Board must not solicit nor accept gifts or benefits, either for themselves or for another person, which might in any way, either directly or indirectly, compromise or influence them in their official organisational capacity or might appear to do so.

PUBLIC COMMENT

The President of the Board has delegated the role of principal spokesperson to the CEO. Directors must not make public comment or representations whilst identifying themselves as a Director of the organisation and may include, but is not limited to, communication via public speaking, comments to journalists, the press or broadcasters, comments in web-based communications, via any form of social media.

USE OF ORGANISATIONAL RESOURCES INCLUDING INFORMATION COMMUNICATIONS

TECHNOLOGY

Directors must;

- Use all organisational resources in an efficient manner and for organisational purposes only
- Maintain the integrity, confidentiality and privacy of organisational records and information to which they have access in the course of their duties
- Take all reasonable precautions to prevent unauthorised access to or misuse of organisational records and information
- Comply with the organisation's Privacy Policy and the organisation's Password Policy.

There are a range of limitations on Directors' use of technology. Emails, including personal emails sent from email addresses issued by the organisation, remain the property of the organisation at all times and may be accessed at any time.

PREVENTION OF HARASSMENT AND DISCRIMINATION

Directors must comply with the *Workplace, Harassment Discrimination and Bullying Prevention Policy* and must not harass or discriminate against members, staff, stakeholders and visitors to the organisation or members of the public.

The Board is committed to promoting a work environment where employees feel that they are being treated fairly. Equal Employment Opportunity will be afforded to all employees regardless of age, seniority, gender, length of service, race and other forms of diversity. The Board will ensure that the organisation's workplace practices reflect a positive environment where all people are encouraged to achieve their best, strive for advancement within their role and responsibility and strive for promotion within the organisation.

WORKPLACE HEALTH AND SAFETY

While performing duties or functions as a Director, Directors must

- Comply with the organisation's Workplace Health and Safety Policy
- Take reasonable care for their own health and safety and the health and safety of others who may be affected by their acts or omissions
- Cooperate with the organisation to ensure compliance with all relevant health and safety laws.

Directors must take care not to put themselves or others at risk or reduce their ability to carry out their duties through the misuse of alcohol or drugs. Under no circumstances should Directors attend for duty under the influence of alcohol or drugs.

Board Learning and Development

OVERVIEW

Prior to and after their election, Board members and the CEO are to commit to ongoing learning and development relevant to their position. An ongoing learning and development program is agreed as part of the annual strategic review in line with achieving strategic objectives or Board evaluation process.

The Board's learning and development provides a sustained approach to improving the Board and CEO's individual and collective effectiveness in improving Club performance.

MANDATORY DIRECTOR TRAINING

The Registered Clubs Regulation 2009 came into effect on 1 July 2013 which introduced Mandatory Director Training for Board of Directors of registered clubs. The focus of Club Director training will be on board operations and club finances, and aligned to the relevant national units of competency.

Existing Club Directors will have until June 2018 to complete training. New Club Directors must complete your training within 12 months of your appointment.

Part 2 | Applying for a Directorship

Steps to Selection for Election



PRE-NOMINATION INFORMATION SESSION

The pre-nomination information session is at 11am, Saturday 9 June 2018 at Rowers on Cooks River.

Discussed will be the role of the Board, role of Director and specific duties of the President. Strategic directions, challenges and opportunities will be discussed. Candidates will be taken through how best to present their candidate profile, profile photo and important documentation that needs to accompany their nomination form.

NOMINATION AND OTHER FORMS AND ELECTION BY MEMBERS

Nomination and Other Forms need to be received by the Returning Officer, care of the CEO, by 6.00pm Sunday 8 July 2018. The nomination form is included in this book or can be downloaded from the website. Other forms include your candidate profile, profile photo and statutory declaration.

Please note that Members vote for the Directors of the Board as per the Constitution.

MANDATORY DIRECTOR TRAINING

If you are successfully elected, you are required to attend Mandatory Director Training.

Checklist

ITEM	ACTIVITY	TICK
PRE-NOMINATION INFORMATION		
Pre-Nomination Information	General Information – Role & Responsibilities	
(Mandatory)	11.00am Saturday 9 June 2018	
CANDIDATE PROFILE INFORMATION		
Director Nomination Form	Complete all sections and sign	
Statutory Declaration Form	Read and sign	
Candidate Profile	Complete within word count	
Photo	Minimum size is passport, colour, plain clothes, recent	
Submit all in one package by the due date; 6.00pm Sunday 8 July 2018 to Returning Officer c/o CEO, Rowers on Cooks River, 1 Levey Street, Wolli Creek 2205.		

OFFICE USE ONLY			
NAME	<input type="text"/>	SIGNATURE	<input type="text"/>
RECEIVED	<input type="text" value="[Date]"/>	AT	<input type="text" value="[Time]"/>

Nomination Form for Directorship

To the Returning Officer, Rowers on Cooks River Limited.

<u>ACCEPTANCE FORM</u>	
I	
<i>(full name)</i>	
of	
<i>(full address)</i>	
Badge No.	
Date of Birth	
Place of Birth	
do hereby accept nomination for the position of Director and have completed the attached Statutory Declaration in that regard.	
Signature of Candidate	

<u>PROPOSER FORM</u>	
I	
<i>(full name)</i>	
of	
<i>(full address)</i>	
Badge No.	
hereby nominate	
<i>(full name)</i>	
For the position of	ORDINARY DIRECTOR
Signature of Proposer	
Badge No.	
Signature of Secunder	
Badge No.	

A completed nomination form must be received by the Returning Officer, c/o Rowers on Cooks River, 1 Levey Street, Wolli Creek not later than **6.00pm Sunday 8 July 2018**.

SPECIFIC INFORMATION FOR CANDIDATES

This section answers frequently asked questions.

Nomination forms must be lodged in a timely manner

- Nominations must be lodged at Rowers on Cooks River to the CEO by 6.00pm Sunday 8 July 2018
- Nominations cannot be accepted after the time and date fixed for the close of nominations
- As a courtesy and only if time permits, if there is an anomaly in a nomination the candidate *may* be contacted so that the anomaly can be rectified before the time for close of nominations (please submit your nomination form in a timely manner).

Withdrawal of a nomination

- Candidates may withdraw their nomination
- It is suggested that withdrawal be made in writing and received by the returning officer **before the close** of nominations.

Candidate profiles

- Profiles of candidates will be taken from their Candidate Profile
- The Returning Officer reserves the right to alter the Candidate Profile (for grammar, clarity and accuracy)
- Profiles will be displayed throughout the voting period in the same order as the candidates on the ballot paper
- Candidate photos can be displayed – prints must be a recent photo (previous 12 months), colour, sized at 6 x 4 inches and in plain-clothes (i.e. no club-related apparel such as a Director's blazer)
- Candidate profiles and photos can be submitted electronically to the Returning Officer, Nick@IntegratedGovernance.com.au.

Ballot papers

- Candidate names are in random order selected by lot at approximately 6.00pm Sunday 8 July 2018

'How to Vote' material

- The distribution of "how to vote" material on Club premises is not permitted
- Incumbent Board members or any particular candidate cannot be promoted over other candidates

Statutory Declaration | Oaths Act 1900, NSW, Ninth Schedule

I

(full name)

of

(full address)

in the State of New South Wales do hereby solemnly and sincerely declare as follows:

- ☐ I am a current financial member of the Club
- ☐ I am over the age of 18 years of age
- ☐ I am the nominee for office named in the attached Nomination Form
- ☐ I meet all the necessary requirements to nominate for the position of Director as detailed in the Club's Constitution.
- ☐ I am not an undischarged bankrupt.
- ☐ I have not executed a Deed of Arrangement under Part X of the Bankruptcy Act, the terms of which have not been fully complied with.
- ☐ I have not entered into a composition with my creditors under Part X of the Bankruptcy Act whereby a final payment has not been paid.
- ☐ I have not had a personal representative or Trustee appointed to administer my estate under the provision of any legislation relating to protected persons.
- ☐ I am not disqualified from managing a corporation under the Corporations Act.
- ☐ I am not disqualified from being a director of a registered club pursuant to any order or declaration made by the Licensing Court of New South Wales.
- ☐ I am not a key official* or former key official as those terms are defined in the Registered Clubs Act.
- ☐ I acknowledge that the principal statutes governing the duties of directors of registered clubs are: Registered Clubs Act 1976, Corporations Act 2001, Gaming Machines Act 2001 and Liquor Act 2007.
- ☐ I acknowledge that there are other pieces of legislation which may impact on my duties and responsibilities as a director. These include but are not limited to the Fair Work Act, the Work Health & Safety Act, the Anti-Discrimination Act and the Trade Practices Act.
- ☐ I will attend Mandatory Director Training as per the Registered Clubs Regulation 2013.
- ☐ I will attend other in-house training as required as required by law or as per strategic recommendations.

[the facts to be stated according to the declarant's knowledge, belief, or information, severally]

DECLARATION

And I make this solemn declaration, as to the matter (or matters) aforesaid, according to the law in this behalf made and subject to the punishment by law provided for any wilfully false statement in any such declaration.

SUBSCRIBED AND DECLARED in Wolli

Creek

)

the State of New South Wales this

)

day of

)

before me

)

[print name of authorised witness]

certify the following matters concerning the making of this statutory declaration by the person who made it: [**please cross out any text that does not apply*]

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and

2. *I have known the person for at least 12 months OR *I have confirmed the person's identity using an identification document and the document I relied on was

[describe identification document relied on]

Name and position of authorised witness**

Signature of authorised witness

Date

*Key official is defined in the Registered Clubs Act to include a range of persons including the Director-General of the Office of Liquor, Gaming and Racing (Liquor and Gaming NSW) and certain officers of Liquor and Gaming NSW, the Director of Liquor and Gaming, the Commissioner of Police, a member of the Police Senior Executive Service, a police officer who holds the position of patrol commander or higher or a member of the police service who is the subject of a written notification by the Commissioner of Police such that the person is a key official. A 'former key official' is a person who was a key official during the previous three years but is no longer a key official.

** Authorised witness - <https://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>

A completed statutory declaration must be received by the Returning Officer, c/o Rowers on Cooks River, 1 Levey Street, Wolli Creek not later than **6.00pm Sunday 8 July 2018**.

Candidate Profile | 2018 Triennial Election of the Board of Directors

Details supplied by candidates will be displayed during voting. Information restricted to 1 x A4 page.

CANDIDATE DETAILS

SURNAME _____ GIVEN NAME(S) _____
POSITION NOMINATING FOR _____

In support of my candidature:

<p>Summary:</p> <p>Note – boxes can be enlarged to fit in your text for any field.</p> <p>Please keep font to 11 point.</p>	<p>Insert photo here</p>
<p>Core Skills Areas of Specialty:</p>	
<p>Previous directorships and/or executive career:</p>	
<p>Education:</p>	

A completed candidate profile form must be received by the Returning Officer, c/o Rowers on Cooks River, 1 Levey Street, Wolli Creek not later than **6.00pm Sunday 8 July 2018**.