

## NOMINATIONS FOR ELECTED DIRECTORS

Nominations are called for two (2) Elected Director positions on the Board of Athletics South Australia.

Athletics SA are seeking specific skill sets in the following areas (one or more areas):

- Marketing and Partnerships
- Business Innovation
- Governance and Strategy
- Stakeholder Engagement
- Compliance and Risk
- Financial Expertise
- Previous Board Experience

Please refer to the Position Description on page 3 - 4 for more information.

Athletics SA is committed to inclusion and diversity, including a Board composition of 40:40:20 – a minimum of 40% women, 40% men and 20% being discretionary – reflecting the composition of our community and recognising the value that women bring at all levels of sport. Athletics SA's current Board composition meets this commitment.

Nominations for the Board need to be signed by the person being nominated and two people representing two different Athletics SA affiliated clubs. Nominations should include an outline of the skills and experience the nominee has to offer the Board. This could be in the form of a Director CV and covering letter.

### **Opening date for nominations: Tuesday 3<sup>rd</sup> October, 2023**

*Note: Nominations for elected Director positions shall be called for forty-eight (48) days prior to the AGM.*

### **Closing date for nominations: Monday 16<sup>th</sup> October, 2023**

*Note: Nominations close not less than thirty-five (35) days before the date fixed for the AGM.*

Elections will be held at the Annual General Meeting on Monday 20<sup>th</sup> November 2023 at 6:00 pm.

**Please email, post or hand deliver nominations to Athletics SA Chief Executive Officer, Shane Fuller**

**Email: [admin@athleticssa.com.au](mailto:admin@athleticssa.com.au)**

**Postal address: Athletics SA, PO Box 84 Torrensville Plaza, SA 5031**

# NOMINATION FORM

**Name of Nominee:**

**About the Nominee (add text below and / or attach a Director CV).**

*Note: Nominees for elected Director positions must declare any position they hold in a Club including as an officer (howsoever described including as a Delegate) or as a full-time employee. It is strongly preferred that nominees step away from Club governance responsibilities, should they be elected, to mitigate against conflicts – real or perceived - and to allow a focus on the sport of athletics as a whole.*

**Nominee's Signature**

**Nomination Endorsed by:**

*Club 1 Endorser*

Name:

Club:

Signature:

*Club 2 Endorser*

Name:

Club:

Signature:

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## POSITION DESCRIPTION FOR ATHLETICS SA ELECTED DIRECTORS

The Board of Directors of Athletics South Australia (ASA) is responsible for and provides leadership and governance over the strategy, performance, compliance and risk of the Association.

The Board is bound by a range of formal authorities granted by:

- Athletics South Australia Incorporated Constitution
- Athletics South Australia Board's By Laws, Policies and Procedures.

### About the Organisation

Athletics South Australia (ASA) is a not for profit, community focused organisation offering athletics competitions and services for athletes of a variety of ages and abilities. We offer competition structures that cater for athletes from recreational participants, right through to elite participants. Our competition offerings cover regular track and field meets in the summer and road running, cross country running, and race walking during the winter months.

Athletics SA is the peak body for athletics in South Australia. The organisation is a state member association of Athletics Australia and works closely with other state and territory member associations around Australia.

Athletics SA operates under a club structure system with over 1,400 registered athletes. The structure of club competition allows for the participation of people of all abilities and interests. This creates a welcoming environment for participation where everyone who has an interest in participating can be a part of the fun! The Athletics SA membership also includes an additional 360 coaches and officials, and 35,000 recreational runners involved in various events in South Australia.

### Major Responsibilities of the Board:

- Leadership and governance of the Association.
- Board management, succession and performance evaluation.
- Strategy formulation and approval.
- Chief Executive recruitment, monitoring, evaluation, succession, remuneration and, when necessary removal.
- Determining the values and culture of the Board.
- Ensuring appropriate risk management is in place.
- Compliance with the law and the requirements of regulators.
- Financial control and monitoring solvency.
- Development of delegation authorities including determining committees of the Board.
- Review and revision of the 'Membership Protection Policy' and other guiding policies.
- Communication with key stakeholders and members.

### Meeting and Time Commitment

Board meetings are held every 6 weeks (approx. 10 meeting per year) outside core business hours in the Boardroom at Athletics SA Stadium, 145 Railway Tce Mile End South Australia 5031.



**Expectations of Directors:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a subcommittee of the Board and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by ASA's vision, objectives, and programs.
- Help communicate and promote ASA's purpose and work to the community.
- An ability to understand and generate discussion on finances, budget, and financial/resource needs of the organisation.
- Understand the policies and procedures.
- Declare any conflict of interest.
- Hold a current SA Department Human Services child-related employment screening check and be prepared to provide a National Police check and Director ID.
- To maintain Association membership confidence to the integrity of the Board, it is essential that Directors of the Board are seen to exhibit the highest ethical standards in carrying out their duties.
- Directors must pursue, and must be seen to pursue, the best interest of the Association and its members. Directors must perform their duties impartially, with professionalism, objectivity and integrity.

Service as an ASA Director is undertaken in a voluntary capacity without remuneration, except for administrative support, travel, and accommodation costs in relation to Directors' duties.

**Selection Criteria**

An experienced Board director that has the capacity and interest to contributing to the development of Athletics in South Australia. They need to be open and considerate of various ideas and opinions that supports inclusive and diverse opportunities for all involved in Athletics. They must have a passion for sport and understand the challenges of the not-for-profit sector. To be an engaging and committed member of the sporting community of Athletics in South Australia.