



Information Package

Nomination for the Board of Directors

Member Elected Director Roles

West Adelaide Football/Footballers Club Inc

2019 Annual General Meeting

This pack is provided for information purposes only, and should be read, where applicable, in conjunction with the Constitutions of both the West Adelaide Football Club and West Adelaide Footballers Club respectively. These can be downloaded from www.westadelaidefc.com.au

Persons wishing to nominate for the Board must do so on the forms contained, within the time frames and in the manner prescribed within.

All forms and supporting documentation must be lodged with the Chief Executive Officer by 5.00pm, Monday 11 February, 2019

Information to be Considered Prior to Nomination

It is important that the information detailed below is considered and understood prior to any Nomination being lodged.

Member Elected Directors Roles

As per the revised Constitution, there are two Member Elected Directors role available. Should there be more than two nominees for these roles, an election will be conducted prior to the Annual General Meeting.

Duties and Responsibilities of Directors

The West Adelaide Football/ers Club are incorporated associations registered under the *Associations Incorporation Act 1985*. As such, and is the case with any other company, a range of duties and responsibilities fall upon any person who fills the role of Director.

The Fiduciary Duties of a Director can be summarised very broadly as follows:

- act bona fide in the interest of the organisation (act in good faith)
- exercise care, skill and diligence
- exercise the powers for the purpose for which they were conferred
- retain their discretionary powers
- avoid conflicts of interest

In addition, Directors have a range of Responsibilities in relation to their role which can include (but not necessarily limited to):

- financial management responsibilities
- legal and compliance responsibilities
- responsibilities associated with specific portfolios

Applicants should seek their own advice in relation to these matters prior to lodging their nomination.

Statutory Issues

The West Adelaide Footballers Club is also bound by the *Liquor Licensing Act 1997* and the *Gaming Machines Act 1992*.

As such, a further range of statutory elements will fall upon any person who is a Director. These are that Directors need to satisfy the licensing authority that they are fit and proper persons to be in a position of authority under both licences.

As such, Directors will be required to complete a *Personal Information Declaration* form and submit to fingerprint identification. Further, the results of a police check and credit worthiness will be taken into consideration by the Commission.

Should the elected candidate fail in their application, or refuse to seek approval, they are not permitted to take up their position as a Director of the West Adelaide Football/ers Club.

Potential nominees with queries about these requirements should seek their own advice from the Office of the Liquor and Gambling Commissioner prior to lodging their nomination.

Code of Conduct

All Directors must adhere to the West Adelaide Football/ers Club Code of Conduct Policy Guidelines.

Confidentiality Agreement

In addition, they must also sign a legally prepared Confidentiality Agreement as part of their role.

Portfolios

To ensure an appropriate mix of skills on the Board, Directors may be allocated a portfolio with additional responsibilities. These responsibilities will form part of their own duties as a Director, and are reported upon on a continuing basis through the Strategic and Business Plans.

Tenure

The Nominee receiving the highest number of votes in the election will be appointed to the Board of Directors for two years. The Nominee receiving the next highest number of votes will be appointed to the Board for one year.

The Nomination Process

All persons wishing to nominate for election as a Director must complete the forms on the following two pages.

Note: It is highly desirable that, in provision of your 500 word profile (as listed at 4. of the nominations forms) that you outline how your skills, qualifications and experience can be applied against one of the portfolios listed above.

Board of Directors Nomination Form

We, the undersigned, being members of the West Adelaide Football & Footballers' Club's, do hereby propose and second the nomination of;

Mr/Mrs/Ms. _____,
(Surname in block letters) (Christian Names, in full & block letters)

Address _____

Membership number _____ for the position of Director.

1. Proposer

Name _____

Address _____

Membership number _____

2. Secunder

Name _____

Address _____

Membership number _____

The above-named candidate does hereby consent to the nomination as described;

Signature _____

Date _____

Under Item 20.3 the following information must be included with any nomination to the Board of Directors of the West Adelaide Football and Footballers' Club's (the Club);

1. Has the nominated candidate previously held office with the Club?
(Please circle one) Yes No

If yes, please provide full details

2. Has the nominated candidate previously played football for the Club?
(Please circle one) Yes No

If yes, please provide full details

3. Does the nominated candidate have any previous administrative experience with any other football club or sporting body?
(Please circle one) Yes No

If yes, please provide full details

4. In no more than five hundred (500) words the nominated candidate must provide a profile of him or her self to be circulated to the members (please type and preferably email to ben.hopkins@westadelaidefc.com.au or otherwise submitted with nomination form).

The Club also requests a photo (preferably digitally) of the nominated candidate be submitted with this nomination and either emailed to ben.hopkins@westadelaidefc.com.au or attached to the nomination form.