



59th Annual General Meeting (2021)

BOARD ELECTION GUIDELINES: Important information for prospective candidates

The following information is provided for prospective candidates for the position of Director of the Board. These guidelines are not intended to replace the Regulations governing the election of Directors, but to merely address some of the issues that candidates may seek to clarify.

The overriding purpose of these guidelines is to provide each candidate with an equal opportunity to join the Board of Snooker & Billiards Central Coast Incorporated (SBCC).

Qualifications

- There are no formal qualification requirements for prospective candidates to possess
- Prior experience such as a club committee office bearer, or skills associated with finance, management, marketing, media, or sporting administration would be beneficial

About BSC

- SBCC is a registered incorporated Association, governed by the Associations Incorporation Act 2009 (NSW), and is deemed by that Act to be a legal entity with the legal capacity and powers of a corporation;
- SBCC is a not-for-profit Regional Sporting Organisation, established with Objects to conduct, encourage, promote, advance and administer Snooker & Billiards throughout the Central Coast;
- SBCC participates as a member of the Billiards & Snooker Association of NSW, the organisation recognised by government and the majority of playing participants as the peak body for the sport of Snooker & Billiards in NSW;
- Primarily, SBCC pursues its Objects via the staging of regular weekly, monthly and annual competitions/tournaments which are conducted predominantly within various registered club and/or private premises across the Central Coast;

The Position

- The Board of Directors of SBCC oversees all of the operations of the Association and is ultimately responsible for ensuring the due management and administration of SBCC and all its activities, as well as the advancement of Snooker & Billiards on the Central Coast;
- The Board comprises a total of five (5) Directors, with all positions required to be elected annually;
- Immediately following the conclusion of the AGM the five (5) newly elected Directors shall convene a Special Board Meeting. At this meeting the Board shall appoint a Chairperson (and Deputy) from amongst its number, with that person then acting as the nominal head of the Association until the next AGM;
- The Board shall also appoint Directors from amongst its number to carry out the duties of Director/Treasurer and Director/Secretary of the Association and shall administer and manage the Association in accordance with the Associations Incorporations Act 2009 (NSW), the SBCC Constitution and its accompanying Regulations;
- The Board may allocate portfolios and/or titles to Directors to suit the internal and external operating environment and according to the skills, expertise, experience and qualifications of Directors at any given time;
- Directors will also be required to participate in one or more sub-committees throughout their elected term;
- The Board meets at least six times in each financial year, with additional Board, Member and sub-committee meetings convened as often as is deemed necessary for the dispatch of business;
- The Board of Directors need to embrace sound teamwork skills, be proactive, resourceful, demonstrate a capacity for forward thinking and planning, and be prepared to make a positive contribution at all times;
- Above all, the Board of Directors of SBCC must be prepared to fully understand and fulfil their obligations and responsibilities to the Association, its Members, stakeholders and the sport of Snooker & Billiards on the Central Coast;

Statutory and Other Duties

- Various statutory duties of each Director of the Association exist under the Incorporated Associations Act 2009 (NSW) which include, but are not limited to, the following:
- Not to act dishonestly or to deceive or defraud;
- Not to make improper use of the position to gain an advantage for the Director or for any other person or Member Club or to cause detriment, loss or damage to the Association;
- A duty of disclosure where the Director has an interest, directly or indirectly, in any existing or proposed contract, dealing or other business arrangement (both commercial and otherwise) in which the Association is, may or likely to become involved;
- A duty of disclosure also applies where the Director holds any other office/position that may conflict with his or her duties or interests as a Director;
- General Law duties and obligations applicable to Directors of corporations also apply to SBCC Directors. Broadly speaking the consequence is that each Director is obliged to act all times in good faith and in the best interests of the Association, as well as being required to show their first loyalty is to the Association.

Issued by Direction of the Board and dated 11th October 2021