



58th Annual General Meeting (2020)

CALL FOR NOMINATIONS TO THE BOARD

The 58th Annual General Meeting of Snooker & Billiards Central Coast Incorporated will take place on Sunday **15 November 2020**, for which a separate notice has been issued.

General Board Positions

- All five (5) Directors' positions will be declared vacant at the AGM and nominations are now called for candidates for election to the Board of Directors for the 2020-21 one (1) year term;
- All nominees are required to nominate as a Board Director, as there are no designated positions such as Secretary, Treasurer, etc. and election will be carried out accordingly.

Nominations

- Nominations are now open and must be made by completion and lodgement of the prescribed nomination form which may be found overleaf;
- Additional guidelines relating to the Board Director position(s) is also provided;
- Nominees (as well as their Proposer and Seconder) must be either fully financial Individual Members or Life Members of SBCC;
- Nominees cannot be a current Delegate of a member Club;
- Fully completed 'Nomination for Election of Directors' forms, in accordance with Article 12, must be submitted to the Association not less than seven (7) days prior to the date of the Annual General Meeting — closing on Sunday **8th November 2020**;

Election process

- If insufficient nominations are received to fill all Board vacancies, the candidates nominated will be taken to be elected and further nominations will then be received at the AGM,

In accordance with Article 12, notice is hereby given that Nominations for Candidates for Election to the Board of Directors are now being sought from all interested eligible members by completion of the applicable nomination form.

- If insufficient further nominations are received, any vacant positions remaining on the Board are taken to be casual vacancies;
- If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected;

- If more than the required number of nominations are received, a ballot will be conducted in order to determine a result;

Voting

- In accordance with the Constitution, only fully financial Individual Members, Life Members and nominated Delegates from Member Clubs are eligible for full voting rights at the AGM;
- Proxy voting is not permissible at the AGM;

SBCC logo

- The SBCC logo is a registered trademark and subject to copyright and the use of the logo without the express permission of the Association is not allowed;
- For the purposes of printing election material by candidates, permission to use the SBCC logo will not be granted under any circumstances to any candidates (including incumbent Board members standing for re-election) as this may constitute a form of endorsement;

Further information

- Any candidate or prospective candidate, or any member proposing to nominate a candidate, should also carefully consider the Board Election Guidelines for candidates overleaf. Anyone who may require additional details or wish to discuss the nature of the position of a Director of the Association, is invited to talk to the current Chairperson (Steve Whitehead) on 0417 702 644

Issued by Direction of the Board, in accordance with Article 12 and dated 18th September 2020



58th Annual General Meeting (2020)

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 once every calendar month, 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 22nd September 2020