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## Call for Nominations – Elected Directors

Little Athletics NSW is seeking nominations from interested and suitably qualified individuals to fill three (3) Elected Director positions that will become available at the AGM (Annual General Meeting), on 21 July 2018.

There are currently eight members on the Little Athletics NSW Board, being seven (7) Elected Directors and one (1) Appointed Director. In accordance with the rotation prescribed in the Constitution, three (3) of the elected directors will retire at the 2018 AGM creating a vacancy for each of these positions. The three (3) director incumbents whose terms expire at the 2018 AGM are all entitled to stand for re-election.

The Little Athletics NSW Board has overall responsibility for the governance of the organisation and its strategic development and growth, with key functions delegated to Board and Advisory Committees, the CEO and other senior staff.

The last 12 months have been an exciting time for change for Little Athletics NSW, particularly around structure and governance. From a governance perspective, changes have centred on the migration of Little Athletics NSW from an 'incorporated association' to a 'company limited by guarantee'. Also, of relevance is the fact that there are no longer portfolios for any Director position, giving all Directors the opportunity to focus on their governance, strategy and oversight obligations and responsibilities.

To ensure that the Board has the right balance of skills to effectively lead the organisation into the future, Little Athletics NSW is seeking nominations from individuals with a range of qualifications, skills and experience, as outlined in the attached position description. It is also desirable for the Board to encompass diversity in aspects such as gender, age, background and perspective.

### How to Nominate

Nominations for the position of Elected Director need to be:

- in writing, on the attached Nomination Form;
- endorsed by an affiliated Little Athletics centre and signed by two (2) members of the committee of the centre;
- signed by the nominee certifying their willingness to accept the nomination;
- placed in a sealed envelope addressed to The Returning Officer, and
- delivered to Little Athletics NSW at the addresses below, before **5pm, Friday, 8 June 2018**.

By mail: -  
**The Returning Officer  
LANSW  
Locked Bag 85  
Parramatta 2124**

In person: -  
**The Returning Officer  
90 Harris Street  
Harris Park 2150**

For more information, please contact the Little Athletics NSW office on 02 9633 4511 or [admin@lansw.com.au](mailto:admin@lansw.com.au).



## Position Description – Board Director

### 1. Purpose of the Position

Little Athletics NSW is in search of experienced candidates for the role of Board Director, with skills that align with the strategic direction of the organisation and complement the current skill mix of the Board.

This role contributes to the overall governance activities of the Board, including providing input on matters of corporate strategy, CEO performance, policy formulation and implementation; as well as having oversight of financial performance, risk management and compliance.

This is an important role in the continued progression, improvement, and growth of the sport and the overall business.

### 2. Organisation Context

Little Athletics NSW was established in 1970 and is the governing body for the sport and programs of Little Athletics in New South Wales. For almost 50 years, Little Athletics NSW has enjoyed success as an organisation, bringing this uniquely Australian sport to children aged 4 to 16 years, across all parts of the state.

As the name suggests, Little Athletics is based upon the sport of athletics (track and field) and members take part in a range of age-modified running, jumping, throwing and walking events. Little Athletics is the 'Foundation for all Sports', as it provides young people with activities and skills that will stand them in good stead for their sporting future.

Each year across NSW, approximately 38,000 boys and girls enjoy the activities that Little Athletics has to offer. Read more about Little Athletics NSW at [www.lansw.com.au](http://www.lansw.com.au).

### 3. Principal Accountabilities

The key roles of the Board Director include to:

- Act in the best interests of the Company with honesty and good faith towards its members, employees, partners, funding agencies, sponsors, and of the communities within which Little Athletics operates.
- Use personal and professional skills together with contacts, experience and judgment, while acting with integrity and independence, to optimise both the short and long-term performance of Little Athletics NSW.
- Provide technical input, advice and guidance on projects and act as a sounding board on potential issues.
- Attend all Board meetings called during the year, unless prevented by exceptional circumstance.
- Attend the Annual General Meeting and such other Extraordinary General Meetings, as may be necessary.
- Chair or serve as a member on Board Committee/s, as required.

#### 4. Qualifications and/or Experience

Demonstrated experience in one or more of the following areas is desirable:

- Willingness to obtain, or an understanding and acceptance of the legal duties, responsibilities and liabilities of a Company Director.
- Ability to identify key risks in a wide range of areas including legal and regulatory compliance.
- Experience in corporate governance; attributes such as financial literacy and industry expertise are desirable.
- A proven track record of success as a key organisational player significantly involved in delivering strategic objectives.
- Excellent strategic and analytical thinking skills combined with a practical and pragmatic mindset and a strong interest in serving the not-for-profit sporting sector.
- An ability to successfully manage a business(s); experience and knowledge in the government and public sectors; experience and knowledge in the corporate and private sector.
- Team player with personal impact and superior communication skills; a strong networking capability; able to work effectively with a broadly-based group and successfully represent the Company externally.

#### 5. Desirable Skill Sets

Candidates should possess experience in one or more of the following areas:

- A background and experience in community sport and participation.
- Complementary skills in areas such as accounting and finance, legal, stakeholder relations, human resources, investment, or marketing and social media skills.
- Experience and knowledge in research techniques and consumer insights.
- Experience and knowledge in commercialisation of assets and business development.

#### 6. Conditions

- Nominees must be over 18 years of age.
- Nominees for Elected Director positions must declare any official position they hold within Little Athletics and must resign from that position if elected.
- Nominees cannot be an undischarged bankrupt or have a recorded conviction which in the opinion of the Board renders them unsuitable to serve in the role for which they have been nominated.
- All Directors hold office for a two-year term and may serve a maximum of eight (8) years.
- Nominees must agree to undertake a Police Background Check if elected as a Director.
- Little Athletics NSW Director positions are voluntary, however travel, accommodation and meal expenses incurred in the course of Little Athletics NSW activities, are reimbursed.
- Board meetings are held on a monthly basis (generally the second Wednesday of the month), starting at 6:00pm at the Little Athletics NSW office at Harris Park.



## Nomination Form – Board Director

### Nominee Details

Name of Nominee: .....

Little Athletics Centre (if any): .....

Position/s in Little Athletics if any): .....

Address: .....

.....

Telephone No: .....

Email: .....

### Nominating Centre Declaration

We hereby confirm that this nomination is endorsed by the .....  
Little Athletics Centre.

Print Name: .....

Print Name: .....

Signature: .....

Signature: .....

Position: .....

Position: .....

## **Skills, Experience & Qualifications**

In no more than 250 words, please summarise your skills, experience and qualifications (as they relate to the Little Athletics NSW Board Director Position Description).

## **Personal Statement**

In no more than 250 words, please provide details of why you are applying for this role on the Little Athletics NSW Board (i.e. what prompted you to nominate for the Board and what you feel you can contribute to the Board).

**Nominee Agreement & Consent**

I, ..... (the nominee) by signing below, confirm that I am willing to accept this nomination and I have read, understood and accept the conditions contained in Point 6 of the Little Athletics NSW Board Director Position Description.

Signed: .....

Print Name: .....

Date: .....

This completed Nomination Form is to be placed in a **sealed envelope** addressed to **The Returning Officer**, and delivered to the Little Athletics NSW office by **5pm, Friday, 8 June 2018**.

By mail to: -  
**The Returning Officer**  
**LANSW**  
**Locked Bag 85**  
**Parramatta 2124**

In person to: -  
**The Returning Officer**  
**90 Harris Street**  
**Harris Park 2150**

Please note that this nomination will be invalid unless this form has been fully completed.