

Call for Nominations – Elected Directors

Little Athletics NSW Ltd. is seeking nominations from interested and suitably qualified individuals to fill four (4) Elected Director positions that will become available at the AGM (Annual General Meeting) to be held in July 2023.

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 Board meets at least monthly and it is expected that all Board members attend all Board meetings. Board members may also be required to serve on a Board sub-committee which will have additional time commitments.

To ensure that the Board has the expertise required, a skills matrix has been developed to ensure it can 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. The skills and qualifications that have been identified to enhance the board are legal, marketing, IT and accounting/finance. Experience within Little Athletic at a Centre and Zone level would also be well regarded.

It is also desirable for the Board to encompass diversity in aspects such as gender, age, background and perspective. As such, Little Athletics NSW would welcome and encourage nominations from females and people from culturally and linguistically diverse backgrounds.

All members of the Little Athletics NSW Board are Directors of Little Athletics NSW Ltd. and therefore, need to satisfy all requisites of the position of a Company Director under the Corporations Act 2001 and other relevant legislation.

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
- posted to the address below to be received by **5pm, Monday, 5 June 2023**.

Mr. Stuart Hodge
Returning Officer (Little Athletics NSW Ltd.)
c/- LANSW Office
PO Box 7516
SILVERWATER NSW 2128

For more information, please contact the Little Athletics NSW office on 02 9633 4511 or 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 over 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 30,000-35,000 boys and girls enjoy the activities that Little Athletics has to offer. Read more about Little Athletics NSW at 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, work on strategic projects and act as a sounding board on potential issues.
- Attend all Board meetings called during the year (in person or via electronic means), unless prevented by exceptional circumstance.
- Attend the Annual General Meeting and such other Extraordinary General Meetings, as well as other Little Athletics NSW events.
- 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:

- 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; or experience and knowledge in the corporate and private sector.
- Team player with personal impact and superior communication skills; a strong networking capability; and the ability to work effectively with a broadly-based group.

5. Desirable Skill Sets

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

- Legal, marketing, IT or accounting/finance.
- Experience in Little Athletics in NSW at a Centre and/or Zone level would be well regarded.

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. "Official Position" means a person who: (a) is a Delegate or Zone Coordinator; (b) holds the position of president, vice president, treasurer, secretary, or registrar (or equivalent position) of a Little Athletics Centre; (c) is employed by a Little Athletics Centre on a full or part time (including casual) basis.
- 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 generally held on a monthly basis (normally the third Wednesday of the month), starting at 6:30pm, either at the Little Athletics NSW office, or utilising videoconference technology.



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 Little Athletics 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, in particular the desirable skill sets outlined in Section 5.

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

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 posted to the address below, to be received by **5pm, Monday, 5 June 2023**.

Mr. Stuart Hodge
Returning Officer (Little Athletics NSW Ltd.)
c/- LANSW Office
PO Box 7516
SILVERWATER NSW 2128

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