

BOARD MEMBER APPLICATION (FORM B2)

SELECTION CRITERIA FOR NOMINATION TO THE BOARD OF MANAGEMENT 2020

PART 1

Candidates must be able to demonstrate eligibility to apply for a position on the Board by ticking 4 of the below boxes – two of which must include questions 8 & 9.

- 1. Has held a senior leadership position with any Local Government or Community Agency for at least 3 years, e.g. WA Police, Local Shire, St. John Ambulance.
- 2. Held a position on a not-for-profit Board or committee with more than 500 members.
- 3. Understand financial management and can demonstrate competency in understanding a Profit & Loss Account and Balance Sheet (Note: nominees may be required to demonstrate these capabilities to the Board).
- 4. Holds a qualification from a University, TAFE, Traineeship or Apprenticeship or a relevant Certificate from a recognised training provider.
- 5. Currently or within the last 10 years held a position with a community-based association.
- 6. Can demonstrate a strong understanding of the challenges that face a not-for-profit organisation (Note: Nominees will be required to demonstrate to the Board).
- 7. Been a Manager, Executive Manager, Director or Owner of a business with a turnover of at least \$1 million plus.
- 8. Has been a financial member for at least 18 months or is a Life Member of Byford & Districts Country Club.
- 9. Demonstrates the qualities of someone with integrity is honest and supports the pursuits of the Club.

PART 2

Please tick any boxes that apply to you.

- 1. Are bankrupt or their affairs are insolvent.
- 2. Have been convicted of any indictable offence over the past five years.
- 3. Have ever been convicted of an offence involving fraud or dishonesty punishable by at least three months imprisonment.
- 4. Have ever been convicted of an offence under section 127 of the Act, where a person has allowed an association to operate while insolvent.

PART 3

Please rate each key area (on the following page) by scoring each with a 1,2 or 3 in the final column.

1 = No Experience	2 = Moderate Skill	3 = Strong Skill
		Place a 1, 2 or 3 in this column to rate your skills in each area
Strategic Planning	Ability to identify and critically assess strategic opportunities and threats to a business or Club. Develop strategies in context to our policies and business objectives.	
Accounting & Finance	Experience in accounting and finance to analyse statements, assess financial viability, contribute to financial planning, oversee budgets, oversee funding arrangements.	
Governance	Awareness of Board members legal responsibilities and matters relating to privacy in a not-for-profit club or corporate body.	
Risk Management	Identify key risks to the Club related to each key area of operations. Ability to monitor risk and compliance and knowledge of legal and regulatory requirements.	
Legal	Working knowledge of the Australian legal environment such as the Fair Work Act.	
Marketing	An understanding of marketing tools and concepts needed to promote a not-for-profit Club or business.	
Public Relations & Communication Skills	Experience in PR and communications demonstrating the ability to identify and implement PR opportunities.	
Human Resources / Industrial Relations	People management experience in diverse Clubs, organisations and businesses.	
Community Engagement	Knowledge of the local community or its groups and the ability to network and forge partnerships.	
Inclusive Understanding	Experience, knowledge or understanding in creating an inclusive environment for seniors and vulnerable people in the community.	
Compliance Management & Reporting	Ability to identify and understand compliance issues relating to Boards & Committees.	
IT Knowledge and Experience	Extensive computer skill and experience in working with Microsoft software.	
Social Media	Experience with social media outlets for business purposes.	
Project Management	Experience and knowledge of project management both in a hands-on capacity and regarding working with project management software and frameworks.	
Contact to Government (Local and State)	Ability to build or have genuine relationships with Government and/or its agencies.	
Sponsorship or Grant Funding	Experience or knowledge in the process for grants and/or substantial large-scale fundraising experience.	
Business Development	Experience and knowledge of real-world experience business development strategies.	
Administration Skills	Experience in administration matters relating to Board and corporate governance and business management.	