



BOARD MEMBER APPLICATION AND POSITION DESCRIPTION 2019

Overview

The Byford & Districts Country Club Inc. Board governs the overall execution of the Clubs affairs. Principally, the Board manages the Club's finances and sets long term priorities for development of the Club. Additionally, the Board oversees the Chief Executive Officer, who is responsible for day-to-day management of the Club. The members of the Board contribute to the fiscal management, strategic planning & legal compliance aspects of the Club's business, needed to ensure long term stability of the Club and ensure year-to-year success.

The Board of Management consist of seven elected Board Members. Terms are for three years, except for the transitional arrangements included as schedule 1 to the Clubs Constitution.

Declaration of Candidacy

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next three years as well as the ways to contribute to the development of the Club.

To apply:

- Ensure you comply with the criteria required as outlined in this package.
- Submit the one-page Board Application (Form B1) and a written statement of application, including a résumé by 5pm 30th May 2019 and deliver to the Club's Chief Executive Officer in person or via post at
PO Box 72, BYFORD WA 6122.
- Submit Form B2 or B3 (or Both) dependent on which type of Board Member application being submitted
- Pursuant to section 12.2 (c) any nomination to the Board must be accompanied by a **statement** from two Financial Members of the Club in support of the nomination.
- Copies of the one-page application will be distributed to the sub-committee constituted to oversee the approval of nominations.
- **COMPLETE APPLICATIONS MUST BE RECEIVED NO LATER THAN 5PM ON 30th MAY 2019. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE ACCEPTED.**

The Board shall be comprised as follows in accordance with the Club's constitution

10.1 Board Composition

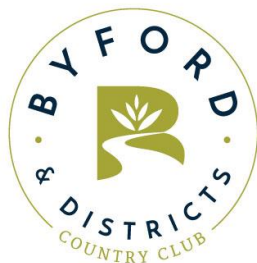
- a. The Board may comprise a combination of Member Elected Board Members and Board Appointed Board Members.
- b. The Club Board shall consist of Seven (7) Member Elected Board Members.
- c. There shall be four (4) professionals as Board Members at all times.
 - i) A person *must* meet the criteria as determined by the Board from time to time and includes but is not limited to relevant skills and experience in financial management, corporate governance, accounting, law, marketing, senior management or a field relating to the Club's activities or both.
- d. There shall be three (3) Community Board Members at all times.
 - i) Community Board Members must have reasonably demonstrated qualifications/qualities of leadership skills with business acumen e.g. Financially literate and has demonstrated skills, knowledge and understanding of the Clubs objects and other related services; is a reputable and responsible person having the business experience and capabilities

Process

Section 12 of the Byford & Districts Country Club Inc. Constitution details the process for elections to the Board. The Criteria for election to the Board is determined by the current Board pursuant to the constitution of the Byford & Districts Country Club Inc.

Nominees will be required to appear before a sub-committee of the Board who shall undertake a further questionnaire to assess the eligibility to nominate for the Board.

Further enquiries on election to the Board may be directed to the Chief Executive Officer, Mark O'Neill, on (08) 9525 1276 or mark@bdccclub.com



APPLICATION FOR BOARD CANDIDACY 2019 (Form B1)

Name	
Membership Type	
Membership Commencement	
Current Occupation	
LinkedIn Profile URL	
<u>Address</u>	
Telephone	
Mobile Phone	
E-mail	

Please accept my nomination to the Board in the following category:

(Please tick. Board Member Nominees who qualify for both, may select both, but must complete both forms B2 and B3)

Professional Board Member

(Please complete Form B2)

☐

Community Board Member

(Please complete Form B3)

☐

Nominees are advised to ensure they comply with either the Professional Board Member Criteria or the Community Board Member criteria prior to submitting a nomination. Nominees will be required to be assessed against the predetermined skills Matrix by the Board (or sub-committee of the Board) to ensure nominees are eligible to be elected to the Board.

The following items form part of the nomination package. Please ensure these are accompanied by your nomination and each item is signed as completed.

1. Application for Board Candidacy (Form B1) signed _____
2. Completed Board Member Criteria Checklist included (Form B2 or B3) _____
3. Statement by 2 financial members of the Club supporting the nomination
(Note: This requirement is separate to the requirement of the proposing Members) _____
4. Written Nomination to be presented to the Members
(No more than 1 Page) _____

Signed by Nominee: _____ Date: _____

Name of Proposing Member 1: _____

Signed by 1st Proposer: _____ Date: _____

Name of Proposing Member 2: _____

Signed by 2nd Proposer: _____ Date: _____