

**To: Presidents & Secretaries of Tennis ACT Affiliated Tennis Clubs, Other Affiliated Bodies and Life Members**

**From:** Kim Kachel

**Date:** 26 September 2020

**Subject: Annual General Meeting of Tennis ACT Limited (Tennis ACT) and Nomination Form for General Directors of the Board**

The Annual General Meeting (**AGM**) of Tennis ACT will be held at **East Hotel** on Thursday, 26 November 2020 at 6pm.

The Notice for the AGM and the Order of Business will be circulated at least 21 days before the AGM (i.e. by 5 November 2020) as required by the Constitution.


Please also find attached a call for nominations, additional information on the nominations process, and the prescribed nomination form for the position of General Director on the Board. There will be three General Director positions that Tennis ACT will be seeking to fill. The Tennis ACT Board and Nominations Committee endorses two current Directors being re-elected (Lisa Stone and Carolyn Paris). The Tennis ACT Constitution requires a nomination to adhere to the following procedure (Section 24.3):

- (a) Only a natural person who is a Life Member or a member of an Affiliated Body or Affiliated Club shall be nominated or elected as a General Director.
- (b) Nominations for election General Director shall be:
  - (i) in writing;
  - (ii) on the prescribed form (if any) provided for that purpose;
  - (iii) signed by an officeholder of an Affiliated Club or Affiliated Body;
  - (iv) certified in writing by the nominee expressing his or her willingness to accept the position for which he or she is nominated; and
  - (v) specify the position the nominee is being nominated for.
- (c) Nominations must be received by Tennis ACT in writing (in person or via email) at least 35 days prior to the date for the next AGM (i.e. by 22 October 2019).

Claire Dunn has been selected as the Returning Officer for these nominations.

Members are also informed that following the AGM drinks will be provided.

Regards,



Kim Kachel  
CEO Tennis ACT



## TENNIS ACT BOARD - CALL FOR NOMINATIONS - 2020

Dear Presidents & Secretaries of Affiliated Tennis Clubs, Other Affiliated Bodies and Life Members,

This Call for Nominations comes from our Nominations Committee. In accordance with our Nominations and Elections process, we invite you to assist us in identifying high-quality candidates who fit Tennis ACT's Board skill priorities and encourage them to nominate by 4pm on Thursday 22 October 2020.

There are three positions up for election by the Members this year. The Tennis ACT Board and Nominations Committee endorses two current Directors being re-elected (Lisa Stone and Carolyn Paris). These current Directors constantly display Tennis' values and meet the basic requirements possessing all the 'must have' elements whilst also addressing the skills priorities below respectively:

- Lisa Stone – a person with a strong background in accounting and finance and in developing and applying risk management frameworks, as well as significant experience chairing Finance & Audit Committees and Board of Director Experience
- Carolyn Paris – a person with a strong background in Community Sport and Participation and with significant Government and Public Sector experience and ability to build strong relationships

The remaining key Skill Priorities identified by the Tennis ACT Board for the Director positions to be filled this year are:

- A person with a strong background in marketing, branding and digital engagement expertise - enhancing the consumer experience; lifting participation in clubs and communities and able to continue to assist the digital enablement / engagement and broader marketing elements of Tennis ACT

These priorities have been set taking into account our skills matrix which better aligns Tennis ACT Board Director competencies with our objectives. Please note the Tennis ACT Board: Basic Requirements—these are considered to be 'must haves' for all Directors. It is critical for all Tennis ACT Directors:

- to be financially literate (comfortable with P&L Statements, Balance Sheets, and Cash Flows at a minimum)
- to understand and accept director's duties and governance basics (confidentiality, conflict of interest, due diligence, board room etiquette, separation of board vs management responsibilities etc), which can come from other relevant Board experience or through educations such as AICD courses
- to satisfy working with children and police check requirements, understanding imperatives of member protection
- to reinforce the culture and values of the organization in the way they operate including having high personal integrity, a communication style that fosters constructive debate
- to have the time and capacity to do the work required
- to have a genuine connection with tennis
- to be contemporary and future facing in considering Tennis ACT's strategic direction and execution, which involves effective stakeholder communication.

The Tennis ACT Board has also informed us that it unanimously supports the re-election of two of the current Tennis ACT Directors up for re-election or re-appointment this year – Carolyn Paris (Member Elected) and Lisa Stone (Member Elected). The Tennis ACT Board considers that each makes a significant contribution to the Board on multiple dimensions.

The Tennis ACT Board has a strong desire to maintain consistency in leadership during the COVID-19 crisis. In addition, the Tennis ACT Board maintains its commitment to its diversity policy to have at least 40% women and 40% men, which is consistent with the Mandatory Sports Governance Principles set out by the Sport Australia (formerly the Australian Sports Commission).

A copy of the nomination form to be completed is attached.

Alternatively, interested individuals may request a copy of the form by contacting Claire Dunn on (02) 6160 7000 or [claire.dunn@tennis.com.au](mailto:claire.dunn@tennis.com.au)

We ask that all nomination forms be returned either in person at the Tennis ACT offices or via email to [claire.dunn@tennis.com.au](mailto:claire.dunn@tennis.com.au) no later than 4pm on Thursday 22 October 2020.

The process timetable is provided in Attachment 1.

We hope this new Nominations and Elections Process runs smoothly and look forward to your support. Questions may be directed to Kim Kachel on 0421 411 113 or [kkachel@tennis.com.au](mailto:kkachel@tennis.com.au).

Best regards,

Ben Fuller (On behalf of the Nominations Committee)



## **ATTACHMENT 1 - TIMETABLE FOR 2020 TENNIS ACT NOMINATION, NOMINATION COMMITTEE ENDORSEMENT AND ELECTION PROCESS**

<b>Dates (2020)</b>	<b>Task</b>
Saturday September 26	Issue call for Nominations
Thursday October 22	Deadline for nominations
Friday October 23	Tennis ACT Board call to discuss list of candidates (call excludes Tennis ACT Board members standing for re-election/reappointment)
Monday October 26	Notice of nominations for the Board to be provided to Members
Monday October 26	Interviews scheduled
Between Tuesday October 27 – Tuesday Nov 3	Nomination Committee holds interviews for elected positions
Wednesday Nov 4	Tennis ACT Board meeting to receive update on Nomination Committee progress (meeting excludes Tennis ACT Board members standing for re-election/reappointment)
Thursday Nov 5	Notice of AGM sent out to Members (at least 21 days before meeting date) including Nomination Committee's candidate recommendations for Board elections
Thursday Nov 26	AGM and election of General Directors