



MEMO TO: Regional Members, Life Members, Regional Assemblies and Affiliated Bodies

CC: Board of Directors

MEMO FROM: Mark Handley
Chief Executive Officer, Tennis Queensland

DATE: 23 August 2019

CALL FOR BOARD NOMINATIONS – TENNIS QUEENSLAND

Please be advised that elections will be held for the following board positions at the upcoming Tennis Queensland (TQ) Annual General Meeting, to be held on Saturday 26 October 2019:

- **One (1) Director position (three-year term)**
- **One (1) President position (three-year term)**

With our very own Ashleigh Barty at the top of women's tennis, our sport in Queensland is enjoying a significant boost in profile and political support. In turn, Tennis Queensland is bolstering its regional focus by recruiting more team members throughout the state to support local tennis outcomes and build on our relationships with tennis delivery networks within the regions. Our strengthened workforce will assist affiliates, volunteers, coaches and teachers to deliver engaging social and competitive programs across the demographic spectrum. Queensland is close to achieving the significant milestone of 175,000 participants playing the game, which is testament to an alignment of vision between the state's tennis administrators and clubs.

Beyond ensuring the good governance of the organisation, elected Directors will play a significant role overseeing the implementation of our strategy as well as supporting our staff, volunteers and stakeholders through new opportunities and challenges as we work to engage more Queenslanders in our sport.

This is a terrific opportunity for strong leaders who can evidence a genuine interest and passion for advancing the sport of tennis in Queensland and what he/she can contribute. Consequently, the current Tennis Queensland Board has developed a list of skills (refer to point c below) needed to supplement the expertise of our existing directors and to help navigate the short and long term strategic challenges and opportunities.

Nominees should complete and return the following requirements to nominate:

- TQ Director or President 3-year term nomination form
- Covering letter and Curriculum Vitae (CV)
- Actual, potential or perceived conflicts of interest you have with Tennis Queensland and what measures you intend taking to mitigate them
- (Optional) The Board has considered the preferred mix of skills and also identified areas where the TQ Board should ideally be strengthened. To assist in the assessment of nominations by Members, please provide information regarding how the applicant's skills and experience might fulfil any of the following specific skill sets:
 - Passion – a genuine interest and passion in advancing the sport of tennis in Queensland
 - Strategy – strategic thinking and experience with developing and delivering on strategic plans and objectives
 - Mentoring – experience in mentoring and developing organizational capability and capacity
 - Risk – an understanding of risk management and planning
 - Financial literacy – accountancy qualifications or a strong ability to understand financial statements and arrangements
 - Government experience / understanding – knowledge of and/or contacts in local, State or Federal government, especially in relation to funding of projects

- g. Business networks – strong corporate / business and sporting relationships and experience in fostering these relationships to assist the sport and attract partnerships and sponsorships
- h. Industry Knowledge – experience with developing and running sporting clubs and centres

Location and Time Commitment: The Board currently meets six times each year. Board sub-committees also meet 2-6 times a year. All board and sub-committee meetings are held at the Queensland Tennis Centre (QTC) at Tennyson in Brisbane.

Remuneration: This is a voluntary role.

Appointment Process: The closing date for all applications is 5pm Friday 13 September 2019. Should you not be able to submit an application by the closing date, please email tennisqueenslandinfo@tennis.com.au as late applications may be accepted. Following receipt of all applications we will arrange for interviews with candidates in September. The successful candidates will be appointed by the end of October. All candidates will have the opportunity to receive feedback on their application.

Process	Date
Nominations for Board positions open	Friday 23 August 2019
Nominations close	5pm Friday 13 September 2019
Nominations evaluated by the Tennis Queensland Nominations and Remuneration Committee	16 - 20 September 2019
Nominee interviews	23 – 27 September 2019
Tennis Queensland Delegates advised of Nominees and the corresponding Committee recommendations prior to the AGM vote	Friday 4 October 2019
Tennis Queensland AGM	Saturday 26 October 2019

How to Apply: To apply for this opportunity please complete the form below and attach your CV prior to the closing date. To avoid disappointment, we strongly suggest that prior to completing the form below you save all your responses to each criterion in a word document and then paste them directly into the relevant sections below. Upon submitting your form, you will receive notification of receipt. If you do not receive this within 24hrs please email tennisqueenslandinfo@tennis.com.au.

Further Questions: For an informal and confidential conversation about this opportunity please email mhandley@tennis.com.au.

The above necessary documents must be received by the closing date either by email, postal or hand delivered, and be addressed to the TQ Returning Officer (Chief Executive Officer).

Email – tennisqueenslandinfo@tennis.com.au

Postal – Tennis Queensland, 190 King Arthur Terrace, Tennyson, Queensland, 4105

Hand delivered – TQ offices, Queensland Tennis Centre, 190 King Arthur Terrace, Tennyson, Queensland

Yours faithfully



Mark Handley
Chief Executive Officer



**APPLICATION FORM:
TENNIS QUEENSLAND BOARD DIRECTOR – 3 YEAR TERM**

Name:	
Phone:	
Email:	
Address:	

Conflicts of Interest:	<i>Please confirm if you have any conflicts of interest and if so, how these will be effectively managed.</i>
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DEMONSTRATION OF SKILLS MATRIX

PASSION	<i>Please provide evidence of your genuine interest and passion for advancing the sport of tennis in Queensland.</i>
STRATEGY	<i>Please provide evidence of your strategic thinking and experience developing and delivering strategic plans.</i>
MENTORING	<i>Please provide evidence of your experience in mentoring and developing organizational capability and capacity.</i>

RISK	<i>Please provide evidence of your understanding of risk management and planning, governance and directorship.</i>
FINANCIAL LITERACY	<i>Please provide evidence of your accountancy qualifications or strong ability to understand financial statements and arrangements.</i>
GOVERNMENT EXPERIENCE / UNDERSTANDING	<i>Please provide evidence of your knowledge of and / or contacts in Local, State or Federal government, especially in relation to funding of projects.</i>
BUSINESS NETWORKS	<i>Please provide evidence of your strong corporate / business and sporting relationship and experience and how you are fostering these.</i>
INDUSTRY KNOWLEDGE	<i>Please provide evidence of your experience with developing, running or actively participating in sporting clubs and centers.</i>