***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:*** 20 August 2021

**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 30 October 2021:

* **Two (2) Elected Director positions (three-year term)**
* **One (1) President position (one-year term)\***

Following these elections, the TQ Board of Directors will appoint a further board position at their first meeting following the Annual General Meeting:

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

The TQ Board have expressed unanimous support of two current Directors up for re-election or re-appointment this year – Jane Prentice (Elected Director) and Roanne Lemmon-Warde (Appointed Director), with a strong desire to maintain consistent leadership in the current climate.

*\** *Nominations for the position of President are being called for, however it is important to note that an amendment to the TQ Constitution has been proposed and will be voted on at a Special General Meeting immediately preceding the Annual General Meeting. This amendment endeavours to align TQ with Sports Australia’s Sport Governance Principles and effectively make the Directors of the Board responsible for the appointment of the Chairperson. If this amendment is passed, the position of President will be redundant.*

**Role of the Board**

The TQ Board of Directors oversee the strategy, with a keen interest in progressing the priorities within it.

As well as overseeing the implementation of our strategy, Directors will ensure the sound governance of the organisation and play a significant role supporting staff, volunteers and stakeholders as new opportunities and challenges arise; working together to connect more people to our sport in meaningful ways.

This is a terrific opportunity for strong leaders who exhibit Tennis’ values of imagination, excellence, collaboration and humility.

**Elected Directors Eligibility for nomination**

Nominees for Elected Director positions must be a Registered Player residing within Queensland who is at least 18 years of age, of good repute and character and who has met, when due, all fees and other sums of money owing by that person to Tennis Queensland.

A Regional Assembly Chairperson or a Regional Member cannot also be a Director of the Company. If a person is a Regional Assembly Chairperson or Regional Member at the time they are elected as a Director of the Company, that person must within 21 days of their election resign their position/s as Regional Assembly Chairperson or Regional Member.

**Director Skills & Experiences Required**

Tennis Queensland is committed to securing and maintaining a balanced and skilled Board to represent the interests of tennis in Queensland.

Tennis Queensland is seeking qualified individuals who are recognised leaders and bring value and experience to the following key specialist areas, with deep expertise in one or more of the following:

1. Finance
2. Marketing
3. Tennis connections throughout the state as well as nationally and internationally
4. Legal

Tennis Queensland is committed to diversity and inclusion. We encourage nominations from people of diverse backgrounds, age groups, and experiences to seek nomination. Of particular focus is gender balance and geographical diversity.

**Process for nominating**

Nominees should complete and return the following necessary documents to nominate:

1. Director [**nomination form**](https://www.tennis.com.au/qld/files/2021/08/Director-Nomination-Form-003.pdf)
2. Covering letter, no longer than one page
3. A Curriculum Vitae (CV) no longer than two pages

Upon submitting your nomination, you will receive notification of receipt. If you do not receive this within 24hrs please email tennisqueenslandinfo@tennis.com.au.

**Consideration and review of the nomination**

Tennis Queensland’s Governance Committee is responsible for reviewing all nominations and determining eligibility. The Governance Committee, in the process of their evaluation, will conduct interviews with all nominees during the week commencing 23 September 2021 and provide recommendations to the Board and Members of the Company (Regional Members).

All eligible nominees will be placed on the ballot paper for the election process to be held at the Company’s Annual General Meeting on Saturday 30 October 2021, unless you are notified otherwise.

Following the Annual General Meeting all remaining nominees that have indicated willingness or desire to be considered for the Board appointed vacancies will be assessed by the Board of Directors with appointments then made.

**Location, Time Commitment and Remuneration**

The Board currently meets six times each year. Additionally, Board sub-committees meet 2-6 times a year. All board and sub-committee meetings are held at the Queensland Tennis Centre (QTC) at Tennyson in Brisbane, with the capability and option for virtual attendance if preferred.

This is a voluntary role.

**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 **5pm Friday 10September 2021** via email, post or hand delivered, and be addressed to the TQ Returning Officer (Chief Executive Officer).

**Email** – tennisqueenslandinfo@tennis.com.au

**Post** – Tennis Queensland, 190 King Arthur Terrace, Tennyson, Queensland, 4105

**Hand delivered** – Queensland Tennis Centre Reception, 190 King Arthur Terrace, Tennyson, Queensland

Yours faithfully



**Mark Handley**

Chief Executive Officer