

Monday 17 June 2024

TENNIS WEST BOARD - CALL FOR NOMINATIONS

Tennis West (TW) is currently seeking applications from suitably qualified and experienced persons to fill three casual vacancies on the Tennis West Board of Directors, for appointment in accordance with Article 15 of the current TW Constitution. Casual vacancies are appointed by the Board of Directors on the recommendation of the Nominations Committee and terms of office vary between 8 months and 2 ½ years. Appointed directors may be eligible for re-appointment.

Nominations must be submitted via the online form: <https://bit.ly/3XIV90y> which includes the information relevant to the nomination, private interests' declaration, cover letter, resume and references. Nominations must be submitted no later than midnight AWST on Sunday 30 June 2024.

Nominations will be referred to a majority independent Nominations Committee who will determine the suitability of each candidate against the Board Skills Matrix and who best satisfy the qualities and attributes required by the Board. Shortlisted candidates will be invited for interview. It is anticipated that appointment of candidates will occur prior to the 23 July 2024 Board Meeting.

All positions are voluntary. Individuals considering applying for a board role need to ensure they are committed to the strategic direction of Tennis West and that they are prepared to actively contribute to the Board and through committees and/or working groups. A clear understanding of the roles and expectations of a non-executive director is also essential. Successful candidates will have completed a suitable governance course or recent and relevant professional development. Tennis West is seeking specific skills and experience, outlined in the attached TW Director Role Description – June 2024. Experience in the tennis community is not essential.

Enquires should be directed to olivia.birkett@tennis.com.au or phone 0404 833 134.

Issued by order of the Board of Tennis West,

A handwritten signature in black ink that reads "Olivia Birkett".

Olivia Birkett
Chief Executive Officer, Tennis West

TENNIS WEST BOARD DIRECTOR ROLE DESCRIPTION - JUNE 2024

Who we are?

At Tennis West (TW) we have the vision to build Thriving Tennis Communities across Western Australia. As the State Sporting Association (SSA), governing tennis in Western Australia, we are a not-for-profit organisation that works closely to grow the sport with our 200+ affiliated Members. We are guided by our Strategic Plan (2021-2025) for our Diversity, Equity and Inclusion Plan.

We collaborate closely with key partners Tennis Australia (TA) and the WA Government, namely through the Department of Local Government, Sport and Cultural Industries (DLGSC) and Healthway. Their financial contribution supports us as one of the larger SSA's, able to work across all regions of WA and deliver a diverse range of programs and services, which underpin our strategic objectives.

The Board of Tennis West

The Board is the governing body of Tennis West, comprising of up to nine voluntary Directors. The Board derives its authority from the process of election of Directors by Members and appointment of Directors by the Board by as provided for in the Constitution.

The Board's primary roles are:

1. To set the strategic objectives of TW.
2. To approve the annual budget for TW.
3. To determine the risk appetite of TW and ensure appropriate risk management strategies are in place; and
4. To ensure TW is meeting legislative and regulatory requirements, including the Sports Governance Standards as set by the Australian Sports Commission and Sport Integrity Australia's Policy 'Standards'.

TW is accountable to its Members through the Board and is governed by its Constitution. The Board exercises governance through its Board Charter, Governance and Delegations Policies and other state and national policies. Operational decisions regarding the organisational functions are the responsibility of the CEO in accordance with the appropriate delegated authority.

Role Details

Tennis West is seeking Expressions of Interest (EOI) from suitably qualified and experienced people to fill one of three casual vacancies on the Board. The three vacancies vary in length of term and will be allocated by the Board: July 2024 - February 2025, July 2024 - October 2025 AGM, July 2024 - February 2026.

As Members of the Board, Directors share ultimate responsibility for TW's overall success. Directors are expected to work together to carry out the following roles:

1. Help to ensure the highest standards of governance and leadership at TW at all times.
2. Assist in TW's strategic planning to ensure the leadership and growth of tennis in WA.
3. Be confident that at any time there are adequate resources available based on budget or act to address it.
4. Help monitor the performance of TW, including developing and using realistic Key Performance Indicators.
5. Ensure TW adheres to its values, behaviours and culture, including promoting diversity, equity and inclusion.
6. Listen to TW's members and key stakeholders, and work to ensure TW manages and responds to them appropriately, helping maintain positive working relations with stakeholders.
7. Assist in finding the next generation of TW Directors.
8. Maintain TW's solidarity; be prepared to consider and debate matters within the confines of the Board, with informed and meaningful arguments, and to publicly support TW's ultimate decisions.
9. Perform their duties on an assigned sub-committee or working group.

Eligibility

We welcome people from all backgrounds to our Board, particularly First Nations people and those from culturally and racially diverse backgrounds. We also seek to uphold DLGSC's gender equity standard to State Sporting Association Board positions, targeting a gender balance of 50% women on the Tennis West Board.

To be eligible for appointment, candidates will:

1. Demonstrate commitment to a strong governance regime for Tennis in Western Australia, with a good understanding of the role of Boards and individual Directors in the governance of sport.
2. Fulfil all legal and fiduciary duties, including exercising due care and diligence, acting in good faith and for a proper purpose and not misusing information or position.
3. Adhere to the Tennis West and Tennis Australia policies where relevant and as required by partnership agreements and demonstrate commitment to developing policies and strategies.
4. Not be involved in activities which could, or could reasonable be perceived to, materially interfere with the candidate's ability to act in the best interest of Tennis West.
5. Be free from any interest and any relationship which could, or could reasonably be perceived to, materially interfere with the candidate's ability to act in the best interests of Tennis West. According to the Constitution, a Tennis West Director may not be a member of the Management Committee of an Affiliated Body.
6. Demonstrate how the appointment of the candidate as a director will enhance the required balance and diversity of skills among Directors, in accordance with the Skills Matrix.
7. Satisfy the core competencies established by the Board in accordance with the Skills Matrix.
8. Be prepared to make a commitment for the term of the role, as allocated by the Board.

Commitment of Directors

A Director of the Board of TW is committing to:

- Attending a minimum of eight Board Meetings per annum.
- Contributing and committing to Board sub-committees/working groups in alignment with skills and expertise, which average four meetings per annum.
- Attend functions and events from time to time, especially during the Summer of Tennis.
- This contribution is estimated to be approximately 25-35 days over the course of the year, depending on your sub-committee/working group roles.

Skills and Capability

Tennis West is currently seeking independent candidates with one or more of the following priority skills and experience, as well as demonstrated essential attributes:

Priority skills/experience

- **Communications and stakeholder management**

Strategic alignment – Enable growth and connection through Communications, Media, Marketing, Events and PR strategy.

Key skills sought include business communications, campaigns messages, public relations and/or media strategies; building relationships with key stakeholders; and understanding of brand awareness and reputation.

- **Finance**

Strategic alignment - Deliver diverse revenue streams.

Key skills in financial or management accounting and/or auditing, including the ability to interpret financial reports and probe adequacy of financial controls. Preferably with Chief Financial Officer experience or similar including experience in financial reporting for Boards; with financial accounting and/or CPA qualifications.

- **Commercial business and risk management**

Strategic alignment - Cross-collaboration with Government, Sport and Business.

Key skills sought include business management, commercial acumen, sponsorship/partnership procurement, and risk analysis, risk appetite development, risk mitigation strategies for organisations.

- **Investment**

Strategic alignment - Deliver diverse revenue streams.

Key skills/experience sought includes investment banking, funds management, stockbroking, capital markets/capital raising.

Essential attributes

Each candidate will have to outline how they demonstrate the essential attributes in their nomination:

- Independence
- Strategic thinking
- Leadership
- Integrity
- Communication and interpersonal skills
- Previous/current broad Board and governance experience
- Evidence of ongoing professional development

How to apply

Please complete the online nomination form: <https://bit.ly/3XIV90y>

Within this form, you will need to complete your nomination information, private interests' declaration, attach a copy of a cover letter and your resume and provide references.

Closing date for all candidates is midnight AWST Sunday 30 June 2024.

Shortlisted board candidates will be invited to interview, during the week 1-5 July 2024.

Successful candidates will need to be available for induction the week 15-19 July 2024, then invited to attend their first board meeting Tuesday 23 July 2024, 5:30pm AWST.

Enquires can be directed to Olivia Birkett, Tennis West CEO olivia.birkett@tennis.com.au