

Established 1917

Call for Nominations for Board of Directors

The 106th Annual General Meeting of *Snooker & Billiards NSW Inc.* will take place on Monday, 4 December 2023, for which a separate notice has been issued.

In accordance with Article 12 of the current Constitution, official notice is hereby given that **nominations for candidates for election to the Board of Directors of *Snooker & Billiards NSW Inc.* are now being sought from eligible Members.**

All interested persons are required to fully complete the applicable Nomination Form (attached) – which is then to be returned to the Association not less than seven (7) days before the date fixed for the AGM.

Elected Board Positions

- All nominees are required to nominate as a *Board Director*, as there are no designated positions such as Chairperson, Secretary, Treasurer, etc. and the election will be carried out accordingly.
- All seven (7) Directors' positions shall be declared vacant at the AGM and an election process carried out. The seven (7) nominees subsequently tallying the greatest number of valid votes cast will then be declared duly elected by the Returning Officer.
- As soon as practicable following the conclusion of the AGM the seven (7) newly elected Directors shall convene and, from amongst their number, appoint a Chairperson (and Deputy) who shall then act as the nominal head of the Association until the next AGM.
- All Directors are elected annually by the Members and, subject to the Constitution, effectively hold office for a one (1) year term or until the conclusion of the AGM following the date of the previous Members' election.

Nominations

- Nominations are now open and must be made by completion and return of the prescribed Board Nomination Form - which is attached.
- General information and guidelines relating to the Board of Directors role, responsibilities and obligations are also provided.
- All Nominees (as well as their respective Proposers and Seconders) must be either fully financial Individual Members or Life Members of SBNSW. There must also be no disciplinary proceedings current against either Member.
- Nominees cannot be a current Delegate of a SBNSW Member Club/Regional Association/Private Club/Affiliate.
- Fully completed Nomination for Election forms must be returned to the Association not less than seven (7) days prior to the date fixed for the AGM being 4 December 2023; i.e., **27 November 2023.**

Election Process

- If insufficient nominations are received to fill all Board vacancies, candidates that did correctly submit their nomination will be taken to be elected and further nominations shall then be called for and received at the AGM.
- Should sufficient further nominations still not be received at the AGM then any remaining positions shall be treated as casual vacancies.
- If the number of nominations received is equal to the number of vacancies to be filled, the candidates that did correctly submit their nomination will be taken to be elected.
- Should more than the required number of nominations be received, a ballot will be conducted at the AGM to determine a result.

Voting

In accordance with the Constitution:

- Only financial Individual Members, Life Members, and the nominated Delegates from SBNSW Member Clubs, Regional Associations and Private Clubs are eligible to speak at or vote at the AGM.
- Junior Members, Affiliates and Social Members are ineligible to speak at or vote at any AGM.
- Proxy voting is not permissible at the AGM.
- Voting, on site and/or via video conference, shall be conducted by a clear show of hands.

SBNSW Logo

- The SBNSW logo forms part of the Association's intellectual property and its use in any form without the express permission of the Board is not allowed.

- Should a pro-active candidate seek to ‘run a campaign for election’ then that is their prerogative. But any candidate intending to produce printed, electronic or any other form of electioneering material that may incorporate reference to the SBNSW logo/icon should clearly note that formal Board permission to use the SBNSW image will not be provided under any circumstance to any candidate. This also includes any incumbent SBNSW Board member(s) who may be standing for re-election.
- Approval for use of the SBNSW image in connection with the election of Directors will not be granted by the Board due to integrity purposes and in acting in the best interests of all stakeholders. Agreeing to such action would be unethical and possibly viewed as a form of endorsement/support for one candidate over another – which would be completely against the Boards’ principles and efforts of providing each Member with a fair and equal opportunity to become a SBNSW Director.

Further Information

- Prospective candidates, and those Members proposing to nominate and/or second a candidate, should refer to the attached document entitled *Information for Prospective Candidates*.
- This contains important information including an overview of the role, responsibilities, and obligations of an SBNSW Director and should be closely read and carefully considered by Nominee, Proposer and Secunder alike.
- Anyone who may require additional details or wish to further discuss any aspect concerning the position of being a Director of the Association, is invited to talk to the current Chairperson (Alex Render) on 0402 988 899 or email rendersnooker@gmail.com

Authorised and issued by: SBNSW Board

Dated: 10 October 2023





Snooker & Billiards New South Wales Inc.



Established 1917

Information for Prospective Candidates

The following important information is provided for the benefit of Members considering being a candidate for election as a Director of the SBNSW Board.

This information is not intended to replace the various Regulations governing the operation of the Board, but to merely address some of the questions and/or issues that candidates may seek to clarify such as desired skills, an overview of the responsibilities and obligations pertaining to the role of a SBNSW Director.

The overriding purpose of this document is to ensure that each candidate is provided with access to the same information that will enable each Member to have a fair and equal opportunity to join the Board of *Snooker & Billiards NSW Inc.*

Director Qualifications & Desired Skills

- There are no formal qualification requirements for prospective candidates to possess.
- However, prior experience within a sporting club/association committee environment, or a background in finance, management, human resources, marketing, or sports administration would prove to be beneficial.
- Candidates should ideally possess clear and effective communication skills (both verbal and written) as well as excellent skills using electronic media such as email and internet.
- Candidates should be well organised with excellent planning, time management and delegation skills and be able to demonstrate good people skills.
- Above all, candidates need to maintain high levels of discretion and confidentiality.

About SBNSW

- Originally established in 1917 as the *Amateur Billiards Association of NSW*, there was a name change in 1973 to *Billiards & Snooker Association of NSW*. The Association was then

incorporated in 1988, with the Board recently identifying the need for a further change in the Association's name to reflect current trends and government best practice guidelines. From 2017 the Association has been known as *Snooker & Billiards NSW Inc.*

- SBNSW is a registered incorporated Association, governed by the *Associations Incorporation Act 2009 (NSW)*, and is deemed by that Act to have its own legal identity separate from its members, providing protection to members in legal transactions and being a legal entity with the legal capacity and powers of a corporation.
- SBNSW is a not-for-profit State Sporting Organisation established with Objects to conduct, encourage, promote, advance, and administer Snooker & Billiards throughout the State of NSW.
- SBNSW is currently the organisation recognised by government and the majority of playing participants as the State peak body for the sports of Snooker & Billiards in NSW and, along with other similar Australian State Associations, remains directly affiliated to its National peak body, the Australian Billiards & Snooker Council (ABSC).
- This National/State/Region/Club relationship reflects the structured reform which has now been introduced (and recognized) into the National sporting system by the government.
- Primarily, SBNSW pursues its Objects via the staging of a regular calendar of major tournament and Championship events, which are conducted predominantly within various registered club premises and/or private venues throughout NSW.

The Position

- The Board of Directors of SBNSW is responsible for all aspects associated with the advancement of Snooker and Billiards within NSW. The Board as a group and each Director individually is required to oversee all the operations of the Association and are ultimately responsible for total management and administration of SBNSW and all its activities.
- The Board comprises a total of seven (7) Directors, with all positions required to be elected annually.
- As soon as practicable following the conclusion of the AGM the seven (7) newly elected Directors shall convene and, from amongst their number, appoint a Chairperson (and Deputy) who shall then act as the nominal head of the Association until the next AGM.
- The Board shall administer and manage the Association in accordance with the *Associations Incorporations Act 2009 (NSW)*, the SBCC Constitution and all accompanying Regulations.
- The Board may allocate portfolios and/or titles to Directors to suit the internal and external operating environment and according to the skills, expertise, experience, and qualifications of Directors at any given time.
- Directors will also be required to participate in at least one or more sub-committees or working groups throughout their elected term.

- The Board usually meets at least once every calendar month, with additional Board, sub-committee and general meetings convened as often as is deemed necessary for the dispatch of business.
- Directors need to embrace sound teamwork skills, be proactive, resourceful, demonstrate a capacity for forward thinking and planning, and be always prepared to make a positive contribution.
- Above all, the Board of Directors of SBNSW must be prepared to fully understand and fulfil their obligations and responsibilities to the Association, its Members, stakeholders, and the sport of Snooker & Billiards within NSW.

Statutory and Other Duties

Various statutory duties of each Director of the Association exist under the *Incorporated Associations Act 2009 (NSW)* which include, but are not limited to, the following:

- Not to act dishonestly or to deceive or defraud.
- Not to make improper use of the position to gain an advantage for the Director or for any other person or SBNSW Member Club/Regional Association/Private Club/Affiliate or to cause detriment, loss, or damage to the Association.
- A duty of disclosure where the Director has an interest, directly or indirectly, in any existing or proposed contract, dealing or other business arrangement (both commercial and otherwise) in which the Association is, may or likely to become involved.
- A duty of disclosure also applies where the Director holds any other office/position that may conflict with his or her duties or interests as a Director of SBNSW.
- General Law duties and obligations applicable to Directors of corporations also apply to SBNSW Directors. *Broadly speaking the consequence is that each Director is obliged to act at all times in good faith and in the best interests of the Association, as well as being required to show their first loyalty is to the Association.*

Authorised and Issued by:

SBNSW Board

Dated:

10 October 2023

