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# Nominations Committee

**DIRECTOR ADVERTISEMENT TEMPLATE**

It is important that Boards are comprised of directors with a variety of skills and experience, acting in the best interests of the organisation as a whole. A thorough process of director recruitment will assist in attracting suitable candidates and sourcing the information needed for voting members to make informed decisions at election time.

Vicsport has developed the following director advertisement templateas a guide to assist organisations with the recruitment process. All organisations should carefully consider the rules of the company as outlined in their constitution along with any information, documents and strategies that might be specific to and required, relevant to its circumstances, structure and function.

Vicsport reminds organisations that the information contained in this document is general in nature and recommends sporting organisations develop director advertisements with due consideration, adapting this template as required for their specific circumstances and seeking legal advice as required.

**Further Information**

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*This resource is supported by the Victorian Government.*

# <INSERT ORGANISATION NAME>

# Director Advertisement

**Introduction**

<Insert Organisation> seeks nominations from suitably qualified people for election to fill the <insert number> Director positions at its AGM on <insert date>.

<Insert brief overview of organisation>

In accordance with the <Insert Organisation> constitution, the voting members at <Insert Organisation> AGMs are <Insert who voting members are>. NOTE: <insert any individuals/orgs> are not entitled to vote.

<Insert Organisation> Strategic Plan <insert year> can be found here. <Insert Link>

**Criteria**

The Criteria for these Board positions is as follows:

1. <Insert selection criteria as developed by the Nominations Committee>

**Additional information**

1. In 2017 there will be <insert number> vacancies on the Board according to the rotation prescribed by the Constitution.
2. The <insert organisation> Board comprises <insert number> elected directors; and up to <insert number> Board appointed directors *(if applicable)*
3. The <insert number> director incumbents whose terms expire at the <insert year> AGM are all entitled to stand for re-election. NOTE: <Insert Number > Directors have indicated their desire and willingness to seek re-election.
4. There are <insert number> Board Meetings per year held <insert frequency>, at <insert time, day and location details>.
5. In setting the above Criteria, the <insert organisation> Board, has considered:
   1. <insert organisation> strategic plan.
   2. <insert organisation> good governance principles which include the need for a skills-based board.
   3. The current make-up of the Board, excluding those positions up for election/appointment in <insert year>.
   4. The Board’s self-assessment of its skills and performance.
6. <Insert organisation> is committed to diversity and inclusion in all its business and activity areas and welcomes nominations from <insert desired candidate skills and diversity requirements>.
7. <Insert organisation> is committed to providing a child safe environment within our sport. Successful nominees will be required to <Insert any requirements that directors will be required to have such as Working with Children Check, agree and adhere to Child Safe Sport policy, Code of Conduct etc>.

**Instructions**

1. Nominations for the above position close on <insert date and time> and should be submitted to <insert details for submission>
2. Nominations should include <insert details about what the nominee should submit to the organisation. For example:
   * *Director Nomination Form*
   * *A CV not exceeding 3 pages, and*
   * *A cover letter not exceeding 2 pages addressing the above Criteria.*>
3. Nomination must be accompanied by a signed Nomination Form which can be found here <insert link>
4. Nominees’ covering letters will be circulated to all <insert organisation> members prior to the AGM on <insert date>. Applicants will be given the opportunity to make a <insert time length> presentation to the members prior to voting.
5. In accordance with the <insert organisation> Nominations Committee Terms of Reference, this circulated information will be accompanied by a report from the Nominations Committee as to the extent to which each candidate meets the Criteria above.
6. At its discretion, the Nominations Committee may conduct candidate interviews before preparing each report. Any interviews will take place in the week starting <insert date>.
7. Applicants who proceed to election will be required to sign the <insert organisation> Board Charter prior to the vote taking place. This document can be found here <insert link>

**Further Information**

For any queries about this process, please contact <insert contact details here>