



**INDOOR SPORTS VICTORIA  
BOARD NOMINATION**

[www.indoorsportsvictoria.com.au](http://www.indoorsportsvictoria.com.au)

# INDOOR SPORTS VICTORIA ELECTION

Indoor Sports Victoria (ISV) had opened nominations for the ISV Board. ISV is looking for highly skilled candidates. The Board shall comprise of seven elected representatives of which 20% ideally will be female, and a minimum of 2 shall be non-indoor sports operators. The deadline for nominations is a day prior to the AGM. An election kit has been developed by ISV to help potential candidates and Full Members.

## ELECTION KIT

There are 5 documents that have been created to form an Election Kit with the assistance of **vicsport** through the Good Governance Project. The kit is aimed to help potential nominees decide if they would like to continue with their nomination for the ISV Board by supplying the Board Role Description, Code of Conduct, and Induction Policy. To assist the Centre's with their voting responsibilities, each nominee will complete a Nominee Profile. The kit as a whole will help both nominees and Centre's, and it will be a substantial improvement in ISV's election process.

ISV would like to welcome all possible nominees who have a passionate commitment to leading the growth of Indoor Sports. However ISV is also specifically seeking nominees who have experience or skills in the following areas: ***Project Management, Evaluation, Finance and Business, Governance, Communications and Marketing.***

- 1. Nomination Form** — Please complete the form as per the detailed instructions. Return the form to the Returning Officer, Leanne Westworth.
- 2. Board Role Description** — Describes the roles and responsibilities that are required of the ISV Board.
- 3. Board Code of Conduct** — This document has been developed by the current Board. It outlines the behavioural expectations that the Board has committed to at the ISV Board Induction.
- 4. Board Induction Policy** — The Board has developed this policy to make the process of becoming a board member more inclusive and accessible for all members of the community.
- 5. Nominee Profile** — This document allows each Nominee to share their experiences and skills in a

structured format with the voting members of ISV. All profiles will be distributed to the Full Members at the AGM.



PO Box 393, Boronia Vic 3155 admin@indoorsportsvictoria.com.au

**Indoor Sports Victoria**

ABN 71 065 533 598

P: 9762 2922

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## NOMINATION FORM

### ELECTION OF OFFICE BEARERS

Positions to be filled at the AGM:

- Secretary (2 year term)
- Director of Finance (2 year term)
- 5 Ordinary Directors (2 year term)

Please complete and return to, Leanne Westworth, Indoor Sports Victoria Returning Officer, by post: PO Box 393 Boronia, VIC, 3155 or by email: admin@indoorsportsvictoria.com.au a day prior to the AGM.

I, the undersigned wish to nominate \_\_\_\_\_ for the position of

\_\_\_\_\_ at the Annual General Meeting of Indoor Sports Victoria Inc.

Nominated by \_\_\_\_\_ (Name) Signature \_\_\_\_\_

Seconded by \_\_\_\_\_ (Name) Signature \_\_\_\_\_

Nomination accepted by \_\_\_\_\_ (Name) Signature \_\_\_\_\_

**The 5 Director nominees, the nominators and the seconders must all be Full Financial members . The 2 independent nominees must be nominated and seconded by full financial members. All nominations must be accompanied by a Nominee Profile.**

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# INDOOR SPORTS VICTORIA BOARD CODE OF CONDUCT

The board should ensure and actively promote ethical behaviour and decision making as set out in the Code of Conduct. Board members are expected to act with integrity to ensure that the reputation of Indoor Sports Victoria (ISV) is managed, protected and enhanced.

- The board recognizes the importance and value of board diversity.
- The board and its members are expected to promote and encourage equity and inclusiveness throughout ISV and consider age, gender, cultural background and people with a disability in decision making.
- Directors are expected to act honestly and in the best interests of the members as a whole and not to represent individual constituents.
- Directors are expected to contribute to a positive board behaviour and culture by showing respect for other board members opinions and allowing each member a fair and equal opportunity to contribute to discussion/decision making.
- Directors are required to comply with the following legal duties including:
  - o act in good faith and for a proper purpose
  - o exercise due care and diligence
  - o ensure the organisation does not continue to carry on its business whilst insolvent
  - o meet the requirement of various federal and state laws that directly impact on the organisation
- Directors are expected to disclose actual/potential conflicts of interest.
- Directors are expected to behave responsibly particularly regarding confidential information.
- Directors are expected to review board papers before board meetings and acquaint themselves with the issues confronting the boards.



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### Acknowledgements

DeLacy, Geoff, How to Design & Implement a Board Induction Program, Australian Institute of Company Directors, Australia, 2004, pps 1-22. Our Community, 2009, viewed 2nd September 2009, [http://www.ourcommunity.com.au/boards/boards\\_article.jsp?articleId=1297](http://www.ourcommunity.com.au/boards/boards_article.jsp?articleId=1297) Australian Sports Commission. Governance Principles — A Good Practice Guide For Sporting Organisations, Australia 2009, pps 1-24. Rod Kimmitt Lacrosse Victoria



# BOARD INDUCTION POLICY

## INTRODUCTION

A comprehensive introduction to Indoor Sports Victoria and board operations allows new directors to be properly informed, supported and welcomed to the board from the time of their appointment. The President is responsible for the delivery of the induction process and the board may also wish to nominate a mentor to assist the newly appointed director. Newly appointed directors will undertake the induction process as outlined below and will be supplied with the necessary information, training and support to contribute appropriately to the Indoor Sports Victoria board.

## BOARD INDUCTION PROCEDURE

Indoor Sports Victoria believes that the foundation of the board should rest with a culture of inclusiveness. It is expected that all directors act in an inclusive manner.

### 1. Initial Conduct

As soon as possible after the board has confirmed the appointment of a new member the President shall:

- Make contact with the new member;
- Write a letter of congratulation and welcome;
- Provide a copy of the Board Role Description and Board Code of Conduct; \*
- Advise new director they will be allocated a mentor;
- Issued with OH&S evacuation policy and;

\* The Board Role Description and Board Code of Conduct should be contained in the Board Manual however it is recommended that these are brought to the new director's attention.

The President should advise the new board member that they will be contacted within 5 working days to commence the Board Induction Program.



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## **2 . Board Induction Manual**

The President shall forward to the new member a copy of the Indoor Sports Victoria's Board Induction Manual. The manual will serve as an initial introduction to the board as well as an ongoing reference.

It should include:

- Current board member profiles;
- Relevant organisational documents such as Indoor sports Victoria's Constitution, By-laws, strategic plan, current year-to-date budget, relevant sponsorship and funding agreements and the most recent annual report;
- Organisational chart and contact information for Board members and senior staff;
- Meeting schedule and event calendar;
- Board Charter including information about the Board and Board members' roles and responsibilities;
- Any necessary background information

Give the new board member sufficient time to review the documents and invite them to ask questions.

## **3 . Mentor Responsibilities The mentor should:**

- Draw the new board members attention to the roles and responsibilities; of the board and the expectations of them as an individual;
- Explain the process of decision making;
- Outline the board performance and evaluation process;
- Discuss any questions/concerns the new Director may have;
- The assigned mentor shall take the new member through the minutes of recent meetings (last 3 months) and brief them on the issues the Board is currently dealing with, or will be looking at in the future

## **4 . Tour**

Indoor Sports Victoria General Manager shall:

- invite the new board member to take a tour of the Indoor Sports Victoria office and introduce them to the staff;
- Provide all materials/information necessary for attending ISV Board meetings.

## **5 . Feedback**

Once the new board member has settled in they should provide feedback on the induction process to the President so that the process can be improved in the future.



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# INDOOR SPORTS VICTORIA BOARD OF DIRECTORS NOMINATION

## NOMINEE PROFILE

**Name:** \_\_\_\_\_

–

Professional / Volunteer Experience Current and previous employment: \_\_\_\_\_

\_\_\_\_\_

## Personal Statement

What prompted you to nominate for this position? What are you passionate about? What personal interest/ involvement do you have in Indoor Sports Victoria? What do you feel you can contribute to the Board? (Max. 250 words, in point form)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## INDOOR SPORTS VICTORIA INC.

### APPENDIX 1

#### NOMINATION BY AFFILIATED CLUB/CENTRE OF ITS VOTING DELEGATE AT A GENERAL MEETING OF THE ASSOCIATION

\_\_\_\_\_ NAME  
OF CLUB/CENTRE

\_\_\_\_\_  
NAME OF CLUB/CENTRE REPRESENTATIVE  
(The nominee must be a Registered Member of the Club/Centre and thus of the Association)

\_\_\_\_\_  
(Name of Club/Centre official)

Confirm that the above nominee has been elected by the Club/Centre as its representative at the forthcoming:

Annual    Special    General Meeting of the Association to be held on \_\_\_\_\_ (Date).

Signature: \_\_\_\_\_(Official)

Date: \_\_\_\_\_



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# INDOOR SPORTS VICTORIA INC

## APPENDIX 2

### FORM FOR APPOINTMENT OF A PROXY AT A GENERAL MEETING OF THE ASSOCIATION AS UNDER RULE 19.6

\_\_\_\_\_ (Name being a Voting Member) for

\_\_\_\_\_ (Name of Affiliated Club) appoint

\_\_\_\_\_ (Name of Proxy holder) being a Registered Member of this Incorporated Association, as my proxy to vote for me at the forthcoming Annual Special Meeting of the Association, to be held on \_\_\_\_\_ (Date).

\_\_\_\_\_  
Signature of Voting Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Proxy Date

\_\_\_\_\_  
Date



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