



# Information Package

Nomination for the Board of Directors

West Adelaide Football/Footballers Club Inc

2018 Annual General Meeting

This pack is provided for information purposes only, and should be read, where applicable, in conjunction with the Constitutions of both the West Adelaide Football Club and West Adelaide Footballers Club respectively. These can be downloaded from [www.westadelaidefc.com.au](http://www.westadelaidefc.com.au)

Persons wishing to nominate for the Board must do so on the forms contained, within the times frames and in the manner prescribed within.

**All forms and supporting documentation must be lodged with the Chief Executive Officer by 5.00pm, Friday 15 December, 2017**

## Information to be Considered Prior to Nomination

It is important that the information detailed below is considered and understood prior to any Nomination being lodged.

### Duties and Responsibilities of Directors

The West Adelaide Football/ers Club are incorporated associations registered under the *Associations Incorporation Act 1985*. As such, and is the case with any other company, a range of duties and responsibilities fall upon any person who fills the role of Director.

The Fiduciary Duties of a Director can be summarised very broadly as follows:

- act bona fide in the interest of the organisation (act in good faith)
- exercise care, skill and diligence
- exercise the powers for the purpose for which they were conferred
- retain their discretionary powers
- avoid conflicts of interest

In addition, Directors have a range of Responsibilities in relation to their role which can include (but not necessarily limited to):

- financial management responsibilities
- legal and compliance responsibilities
- responsibilities associated with specific portfolios

Potential nominees should seek their own advice in relation to these matters prior to lodging their nomination.

### Statutory Issues

The West Adelaide Footballers Club is also bound by the *Liquor Licensing Act 1997* and the *Gaming Machines Act 1992*.

As such, a further range of statutory elements will fall upon any person who is a Director. These are that Directors need to satisfy the licensing authority that they are fit and proper persons to be in a position of authority under both licences.

As such, Directors will be required to complete a *Personal Information Declaration* form and submit to fingerprint identification. Further, the results of a police check and credit worthiness will be taken into consideration by the Commission.

Should the elected candidate fail in their application, or refuse to seek approval, they are not permitted to take up their position as a Director of the West Adelaide Football/ers Club.

Potential nominees with queries about these requirements should seek their own advice from the Office of the Liquor and Gambling Commissioner prior to lodging their nomination.

## **Code of Conduct**

All Directors must adhere to the West Adelaide Football/ers Club Code of Conduct Policy Guidelines.

## **Confidentiality Agreement**

In addition, they must also sign a legally prepared Confidentiality Agreement as part of their role.

## **Portfolio Issues**

To ensure an appropriate mix of skills on the Board, each Director is allocated a portfolio with additional responsibilities. These responsibilities will form part of their own duties as a Director, and are reported upon on a continuing basis through the Strategic and Business Plans.

## **Portfolios**

The following are the portfolios (with brief descriptors) that are available and to be determined at the first Board meeting following the AGM:

### ***President***

Chair of the Board, representation duties with stakeholders, League representative, Special Projects.

### ***Finance & Corporate Governance***

- Oversight of financial obligations of both clubs, financial advice, planning etc (*note: formal accounting qualifications preferred for this role*)
- Oversight of business development, coterie groups and human resources.
- Oversight of relationship with governments at all levels, as well as community related programs.
- Oversight of contracts, legal advice and corporate governance

### ***Licensed Club and Marketing***

- Oversight of all areas of the licensed club, including gaming, bars, restaurants, functions and other associated activities.
- Oversight of sponsorship, membership, events and functions, promotions and communication.

### ***Football Operations***

- Oversight of senior football operations, including coaches, recruiting and zone relations.
- Oversight of junior programs and development of football(ers) within the underage structures. Increasing strong linkages with senior programs.

## **Tenure**

Each elected Board member is elected for a period of two (2) years.

## **The Nomination Process**

All persons wishing to nominate for election as a Director must complete the forms on the following two pages.

Note: It is highly desirable that, in provision of your 500 word profile (as listed at 4. of the nominations forms) that you outline how your skills, qualifications and experience can be applied against one of the portfolios listed above.

## **Board of Directors Nomination Form**

We, the undersigned, being members of the West Adelaide Football & Footballers' Club's, do hereby propose and second the nomination of;

Mr/Mrs/Ms. \_\_\_\_\_,  
(Surname in block letters) (Christian Names, in full & block letters)

Address \_\_\_\_\_

Membership number \_\_\_\_\_ for the position of Director.

1. **Proposer**

Name \_\_\_\_\_

Address \_\_\_\_\_

Membership number \_\_\_\_\_

2. **Secunder**

Name \_\_\_\_\_

Address \_\_\_\_\_

Membership number \_\_\_\_\_

The above-named candidate does hereby consent to the nomination as described;

Signature \_\_\_\_\_

Date \_\_\_\_\_

Under Item 20.3 the following information must be included with any nomination to the Board of Directors of the West Adelaide Football and Footballers' Club's (the Club);

- 1. Has the nominated candidate previously held office with the Club?  
(Please circle one)                      Yes                      No

If yes, please provide full details

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- 2. Has the nominated candidate previously played football for the Club?  
(Please circle one)                      Yes                      No

If yes, please provide full details

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- 3. Does the nominated candidate have any previous administrative experience with any other football club or sporting body?  
(Please circle one)                      Yes                      No

If yes, please provide full details

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- 4. In no more than five hundred (500) words the nominated candidate must provide a profile of him or her self to be circulated to the members (please type and preferably email to [general@westadelaidefc.com.au](mailto:general@westadelaidefc.com.au) or otherwise submitted with nomination form).

The Club also requests a photo (preferably digitally) of the nominated candidate be submitted with this nomination and either emailed to [general@westadelaidefc.com.au](mailto:general@westadelaidefc.com.au) or attached to the nomination form.