
To: Branch Administrators, Secretaries and Delegates, National Board of Management, Management Committees and National Recorder

From: Sarah Pisterman

Date: Wednesday 20 December 2023

Subject: Due date extended: Call for Nominations for NBM Finance Director

Attachments: 1. Appendix E from the By Laws – Nomination Form
2. NBM Job Description & Finance Director Responsibilities

Please note we have extended the Call for Nominations for the NBM Finance Director position only.

It was decided at the 2018 Autumn General Meeting that the election of the two most important office bearers in the Association, the President & Finance Director should be elected in alternate years. The new rule in the 2018 Constitution reads:

C13.17 The election of the President and one Board member shall be held in each odd-numbered year, and the election of the Finance Director and two Board members shall be held in each even-numbered year.

The official call for nominations for the National Board of Management positions

1. Masters Swimming Australia Finance Director (Two year term)
2. Masters Swimming Australia Directors x 2 (Two year term)

The Procedure for this election:

C13.2 Nominations are to be submitted in writing using the nomination form contained in the By-Laws. The nomination must be signed by the nominee and endorsed by the nominating Branch and must be received by the Association no later than 90 days prior to the Annual General Meeting.

The Nomination form is Appendix E in the By-Laws* (May 2018). An excerpt of this form is attached to this Circular. The Annual General Meeting is scheduled for **Saturday 27 April 2024** and the National Office requires nominations to be received for the above positions no later than **5pm Friday 12 January 2024** for the candidate to be eligible. Branches should ensure that the background information and photograph are submitted with the nomination form.

C13.3 Eighty days prior to the Annual General Meeting the Association shall forward a postal ballot to each Branch that includes a list of candidates for each position. The list shall show each candidate's name and club, the position for which that candidate is standing, and up to 100 words of background information about each candidate, and if available, a recent photograph.

The National Office will send out a postal ballot in January 2024 to each Branch Delegate and Branch Administrator/Secretary, and they will decide who will return the official ballot for the Branch.

The Constitution prescribes the qualifications and duties for each of the elected positions; please refer to Clause C11* (April 2018) for details or the attached for the roles and duties. As the National Board of Management is a Board concerned with the overall strategic direction of Masters Swimming Australia, it is preferable that nominees do not hold executive positions within a Branch or Club. Or, if they do, that they resign them upon election.

Please advertise this opportunity to all your clubs for their attention.

**The Constitution and By Laws can be found on the Masters Swimming Australia website
www.mastersswimming.org.au*

**Nominations for the National Finance Director has been extended due no later than
5pm Friday 12 January 2024**

Excerpt from Bylaws May 2018

Appendix E: Nomination Form

***NATIONAL FINANCE DIRECTOR**

***NATIONAL DIRECTORS**

***Delete those not applicable**

Personal Information:

Surname	Given Name
Registration Number	Club
Postal Address	
Postcode	
Email	
Phone (M)	
Phone (H)	Phone (W)

Statement by Nominee:

I wish to nominate for the above position and confirm that I meet the mandatory criteria specified in the Constitution and or By-Laws. I attach a resumé of my relevant qualifications and experience.

Signature

Date

Statement by Branch Representative:

The _____ Branch endorses the nomination of the above-named person.

Signature

Date

Position

National Board of Management

Job description (v: November 2018)

National Board of Management duties (as per the constitution) are:

- Recommend objectives for the coming year or years;
- Review the past years activities;
- Recommend the Branch Affiliation Fee and the national component of the membership fee;
- Recommend the venues for future National Championships;
- Confirm the elections of office bearers;
- Appoint Committees as required;
- Formulate Policies and Rules, and recommend changes to Policy and Rules to the Association; and
- Do such other things as may be delegated to it from time to time by the Association.
- The Board may delegate any of its powers and duties to such executive or administrative employee of the Association as it sees fit, subject to any contrary directive from the Association.
- The Board shall have at least two meetings between general meetings of the Association, a quorum for which shall be at least three Board members.
- Subject to this Constitution, a Board meeting will be held by such procedure as is determined by the Board including being held with members physically present, or in diverse locations through the medium of electronic communication.
- The Board shall provide copies of minutes of Board meetings to all Board Members and Branches within 14 days of each meeting.
- The Board shall provide a written report and statement of cash balances, a statement of actual against budget, a report and audited financial statements prior to the Annual General Meeting.
- The Board shall have travel and accommodation expenses for attending meetings paid from the Association's funds, provided funds are available.
- The members of the Board (including the President) shall be accountable to the Board in the performance of their duties and may be suspended or dismissed by the Board at a Board meeting or a specially convened general meeting of the Association in accordance with the Constitution.

Time commitment:

- National Board of Management meetings every 6 weeks. Two are in conjunction with the General Meetings. Meetings are via video conference and are conducted after business hours on a weekday.

- Two General Meetings per year; Autumn meeting usually held in April and the Spring meeting held in October (in either Sydney or Melbourne) or via video conference.

Finance Director Responsibilities

Excerpt from the MSA CONSTITUTION (12 April 2018)

C11.14 The Finance Director shall:

C11.14.1 monitor the receipt of all moneys paid to, or received by, the Association and ensure the issue of receipts for those moneys in the name of the Association;

C11.14.2 make any payments authorised by the Board or by a general meeting of the Association from the Association's funds; and

C11.14.3 ensure payments are authorised by at least two Board members or delegated personnel.

C11.15 The Finance Director must:

C11.15.1 ensure that the financial records of the Association are kept in accordance with the Act; and

C11.15.2 coordinate the preparation of the financial statements of the Association and their certification by the Board prior to their submission to the Annual General Meeting of the Association.

C11.16 The Finance Director must ensure that at least one other Board member has access to the accounts and financial records of the Association.