
To: State/Territory Administrators/Secretaries, National Committee Chairs, MSA National Board and State/Territory Presidents

From: Rob Abernethy, General Manager

Date: Friday 8 May 2026

Subject: Call for Nominations for the Board: Finance Director - casual vacancy

Further to previous communications, and in accordance with Clause 70 of the Constitution, Masters Swimming Australia (MSA) is seeking nominations to fill a casual vacancy role on the Board, being:

- Finance Director (FD) - term expiry at the conclusion of the 2027 Annual General Meeting (AGM).

General Background:

- The Board is responsible for managing the affairs of MSA. Following the 2024 adoption by members of a new [Constitution](#) and [By-Laws](#), and implementation of a new [Strategic Plan](#), the role of the Board continues to evolve and this vacancy presents an opportunity to join and help guide the national organisation.
- The Board meets circa every eight weeks, or as required. Meetings are usually held online but occasional planned travel may be required (note: all reasonable expenses covered by MSA).
- In 2024 the Board adopted a [Board Charter](#) and a [Code of Conduct for Directors](#); prospective candidates are encouraged to review these documents as part of their consideration and application.
- Further, Directors are required to complete the free, online [Start Line](#) Directors course offered by the Australian Sports Commission. Other MSA policies, annual reports and documentation can be found on the [website](#).
- The MSA Constitution provides for the election of six Directors total - expressions of interest are sought from individuals who wish to be considered for the FD casual vacancy (term expires at the AGM to be held circa April 2027 [date tbc], with the person eligible to seek re-election).
- Whilst professionally accredited finance expertise is preferred for the FD position (By-law 19), it is not essential; candidates with expertise in one (or more) of the following areas will augment the acumen of the Board:
 - Media and public relations
 - Membership, including acquisition and retention
 - Corporate strategy
 - Marketing
 - Sponsorship and partnerships

About the FD role:

A Director assists the Board in the delivery of its Purpose and Objects, providing strategic oversight and support to management. Directors collectively work for the betterment of MSA and must always act in the national level best interests of the Association, even where it may conflict with the interests of the individual Director's State/Territory or club.

The FD will be required to liaise closely with the MSA National Office and Swimming Australia (Finance Dept.) to prepare reports, approve payments as required by delegations, assist with budgeting and manage MSA's financial affairs and compliance/reporting obligations. MSA's day to day financial affairs are managed by Swimming Australia (Finance Dept.), under the supervision of the MSA General Manager.

The General Duties of a Director are outlined at Clause 57 of the Constitution. The role of the Finance Director is outlined at Clause 60 of the Constitution.

Eligibility:

To be eligible to nominate and serve as a FD, you must:

- Be a member of MSA, and
- Not be a member of staff of MSA or an MSA member organisation, and
- Not be a Director or member of the executive of a member organisation, and
- Hold a relevant professional accreditation (preferably, although not essential)

Note: Clause 65.3 of the Constitution states that there must not be more than two Directors from each State or Territory. As there is currently no more than one Director from a member State or Territory on the Board, and in accordance with this clause, any nomination meeting the outlined criteria and endorsed by a voting member body is eligible to be considered for this casual vacancy.

Application process:

To be considered for the vacant roles, applicants are requested to:

- Complete the attached nomination form, including answering the six questions
- Attach a copy of their current CV/resume, and a head and shoulders photograph, and
- Seek the endorsement of their State/Territory member body.

Nominations close on COB (5:00pm AEST) Friday 22 May 2026.

In accordance with the Constitution and the By-Laws, the Board will meet following the close of nominations and select a suitable candidate for the role.

MASTERS SWIMMING AUSTRALIA INC – Finance Director Nomination form

Personal information:

Given name		Surname	
MSA number		Club	
Postal address			
Email		Phone	

Statement by nominee:

I nominate for the above position and confirm that I meet the mandatory criteria specified in the Constitution and/or bylaws:

Signature	
Date	

Endorsement by member:

This nomination is endorsed by:

Member body*	
Signature	
Position	
Date	

**A member body is one of Masters Swimming NSW (MSNSW), Masters Swimming NT (MSNT), Masters Swimming QLD (MSQ), Masters Swimming SA (MSSA), Masters Swimming TAS (MST), Masters Swimming VIC (MSV) or Masters Swimming WA (MSWA).*

Please attach:

- *CV and photograph of nominee*
- *Answers to the questions below*

Questions:

- What are your professional qualifications?
- How would you go about communicating MSA's "big picture" objectives to member bodies, including states and territory bodies, clubs, and individual members?
- What do you think are the three most pressing priorities for MSA?
- What approach and considerations would you take in presenting a new proposal or recommendation to Directors? How would you handle differences of opinion?
- What is one unique skill you think you can bring to the Board, to help achieve the strategic objectives of the Association?
- How would you manage conflict or criticism of your role, either from another Director, a representative of a member body, club or individual member?