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

From: Rob Abernethy, General Manager

Date: 22 July 2026

Subject: Call for Nominations for the MSA Board: Independent Director

Further to previous communications, and in accordance with Clauses 56.2 and 62 of the MSA Constitution, and as outlined in MSA By-Law 20.1, the Board may appoint independent, skills-based Directors to the Board. Accordingly, Masters Swimming Australia (MSA) is seeking nominations to fill an independent Director role on the Board, being:

- Independent Director - term expiry at the conclusion of the 2028 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 and a possible two additional Independent Directors (Clause 56)
- a President and two (2) Directors are elected in every odd numbered year, and
- a Finance Director and two (2) Directors are elected every even numbered year.
- Per By-Law 20 the Board may appoint independent, skills-based Directors to the Board to enhance overall capability and performance for two years. Applicants may be members or non-members (By-Law 20.4).

Expressions of interest are sought from individuals (members and non-members) who wish to be considered for the position of Independent Director (term expires two years from the date of formal appointment – end date tbc).

In accordance with By-Law 20.3 the Board has determined the focus of this particular appointment is to both supplement skills and expand capability of the Board primarily in relation to finance, governance and strategic support i.e. experienced candidates are being sought with expertise in the following areas:

- Finance
- Governance (including Risk Management)
- Compliance and reporting
- Policy
- Corporate strategy and performance evaluation
- Special projects

About the Independent Director 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.

In more detail, the Independent Director will be required to liaise closely with the Board and give direct support to the MSA Finance Director (FD), the National Office (NO) and Swimming Australia (Finance Dept.) to assist in:

- supporting the FD and NO with budgeting, forecasting, analysing and in managing MSA's financial affairs
- contributing to relevant MSA special projects, including financial review and development initiatives
- the preparation of reports e.g. financial, analysis, Annual Report, Risk Register, external reporting requirements etc.
- compliance
- supporting redundancy of coverage, and, when applicable, assist with the provision of supplementary authorisations of financial transactions, as required by delegations
- refreshing and/or development of MSA policies
- advancing MSA governance, corporate strategy and performance evaluation
- miscellaneous duties as they arise

Note: MSA's day-to-day financial affairs are managed by Swimming Australia (Finance Dept.), under the supervision of the MSA General Manager and Finance Director, the latter as the primary finance authority for MSA.

The General Duties of a Director are outlined at Clause 57 of the MSA Constitution, with the role of the independent Director referenced at By-Law 20.

Eligibility:

To be eligible to nominate and serve as an independent Director:

- Per By-Law 20.4, members and non-members can nominate
- Must not be a member of staff of MSA or an MSA member organisation, and
- Must not be a Director or member of the executive of a member organisation, and

- Hold a relevant professional qualification/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. There are currently two (2) Directors from Queensland on the Board. In accordance with this clause, any nomination outside of Queensland meeting the outlined criteria is eligible to be considered.

Application process

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

- Complete the attached nomination form, including answering the seven questions (below);
- Attach a copy of their current CV/resume, and a head and shoulders photograph;
- Disclose any potential, perceived or actual conflict of interest.

Nominations are to be emailed to the MSA National Office via gm@mastersswimming.org.au and please cc: admin@mastersswimming.org.au by Close of Business (5.00pm AEST) Thursday 6 August 2026.

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

MASTERS SWIMMING AUSTRALIA INC – Independent Director Nomination form

Independent Director (1)

Personal information:

Given name		Surname	
MSA number (if relevant)		Club (if relevant)	
Postal address			
Email		Phone	

Statement by nominee:

I nominate for the above position and confirm that I meet the mandatory criteria specified in the MSA Constitution and/or By-Laws:

Signature	
Date	

Please attach:

- CV and photograph of nominee
- Answers to the questions below:
 - What are your professional qualifications?
 - Does your skill set meet the requirements as outlined (above) for this independent Director position?
 - 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?

Nominations are to be emailed to the MSA National Office via gm@mastersswimming.org.au and please cc: admin@mastersswimming.org.au by **Close of Business (5.00pm AEST) Thursday 6 August 2026.**

ENDS