



**To:** Presidents & Secretaries of Affiliated Tennis Clubs, Other Affiliated Bodies and Life Members

**From:** Kim Kachel

**Date:** 23 September 2022

**Subject:** Annual General Meeting of Tennis ACT Limited (Tennis ACT) and Nomination Form for General Directors of the Board

The Annual General Meeting (AGM) of Tennis ACT will be held at **East Hotel** on Thursday, 24 November 2022 at 6:30pm.

The Notice for the AGM and the Order of Business will be circulated at least 21 days before the AGM (i.e. by 3 November 2022) as required by the Constitution.

Please also find attached a call for nominations and information on the process as well as a nomination form for the position of General Director on the Board. There will be two positions of General Director that Tennis ACT will be seeking to fill. The Tennis ACT Board and Nominations committee endorses two current Directors being re-elected (Adam Bartlett and Ann Landrigan). The Tennis ACT Constitution requires a nomination to adhere to the following procedure (Section 24.3):

- (a) Only a natural person who is a Life Member or a member of an Affiliated Body or Affiliated Club shall be nominated or elected as a General Director.
- (b) Nominations for election General Director shall be:
  - (i) in writing;
  - (ii) on the prescribed form (if any) provided for that purpose;
  - (iii) signed by an officeholder of an Affiliated Club or Affiliated Body;
  - (iv) certified in writing by the nominee expressing his or her willingness to accept the position for which he or she is nominated; and
  - (v) specify the position the nominee is being nominated for.
- (c) Nominations must be received by Tennis ACT in writing (in person or via email) at least 35 days prior to the date for the next AGM (i.e. by 4pm on 20 October 2022).

Claire Dunn has been selected as the Returning Officer for these nominations.

Members are also informed that following the AGM drinks will be provided.

Regards,

A handwritten signature in black ink, appearing to read "Kim Kachel".

Kim Kachel  
CEO Tennis ACT



## TENNIS ACT BOARD - CALL FOR NOMINATIONS - 2022

Dear Presidents & Secretaries of Affiliated Tennis Clubs, Other Affiliated Bodies and Life Members,

This Call for Nominations comes from our Nominations Committee. In accordance with our Nominations and Elections process, we invite you to assist us in identifying high-quality candidates who fit Tennis ACT's Board skill priorities and encourage them to nominate by 4pm on Thursday 20 October 2022.

There are two positions up for election by the Members this year. A further position is to be appointed by the Board. All positions are for a term of three years. The Tennis ACT Board and Nominations committee endorses two current Directors being re-elected (Adam Bartlett and Ann Landrigan). Neither Adam nor Ann are on the Nominations Committee and were excluded from any decision of endorsement of the Board. These current Directors constantly display Tennis' values and meet the basic requirements possessing all the 'must have' elements whilst also addressing the skills priorities below respectively which are being sought:

- A person with a strong legal background, deep experience and credibility in modernising constitutional frameworks; working across sport to enhance governance; and experience with integrity items capable of logically working through. The person should also have experience in community clubs, grassroots tennis and building strong relationships.
- A person with a strong background in accounting and finance and in developing and applying risk management frameworks; as well as significant experience on Finance & Audit Committees and Board of Director Experience. The person should also have experience in community clubs, grassroots tennis and building strong relationships.

These priorities have been set taking into account our skills matrix which better aligns TACT Board Director competencies with our strategic plan and objectives. Both Adam and Ann are key members of various subcommittees. Adam is a key member of the Integrity Committee and has compiled detailed research on the Redress Scheme (intellectual property which is critical to ongoing engagement with the Commonwealth in relation to the Redress Scheme). Ann is a key member of the Finance & Audit Committee (**FAC**) and assisted navigating the organisation through COVID – her corporate knowledge will also be critical given the tenure of the FAC Chair is set to conclude at AGM 2023.

Please note the Tennis ACT Board: Basic Requirements—these are considered to be 'must haves' for all Directors. It is critical for all Tennis ACT Directors:

- to be financially literate (comfortable with P&L Statements, Balance Sheets, and Cash Flows at a minimum)
- to understand and accept director duties and governance basics (confidentiality, conflict of interest, due diligence, board room etiquette, separation of board vs management responsibilities etc) This can come from other relevant Board experience or through educations such as AICD courses
- to satisfy working with vulnerable people (WWVP) check and police check requirements and understand the imperatives of member protection
- to hold a valid Director Identification Number issued by Australian Business Registry Services
- to reinforce the culture and values of the organisation in the way they operate including having high personal integrity, a communication style that fosters constructive debate
- to have the time and capacity to do the work required
- to have a genuine connection with tennis
- to be contemporary and future facing in considering Tennis ACT's strategic direction and execution, which involves effective stakeholder communication.

The Tennis ACT Board (excluding the current Tennis ACT Directors up for re-election or reappointment) has also informed us that it unanimously supports the two current Tennis ACT Directors up for re-election this year – Adam Bartlett (Member Elected) and Ann Landrigan (Member Elected). The Tennis ACT Board considers that each makes a significant contribution to the Board on multiple dimensions.

The Tennis ACT Board has a strong desire to maintain consistency in leadership post the COVID-19 crisis. In addition, the Tennis ACT Board must maintain its commitment to its diversity policy to have 40% women, 40% men and 20% either, which is consistent with the Mandatory Sports Governance Principles set out by Sport Australia (formerly the Australian Sports Commission). This is also necessary to comply with the policies of the ACT Government., which are linked to ACT Government funding.



A copy of the nomination form to be completed is attached.

Alternatively, interested individuals may request a copy of the form by contacting Claire Dunn on (02) 6160 7000 or [claire.dunn@tennis.com.au](mailto:claire.dunn@tennis.com.au)

We will ask all candidates to send return their nomination forms in person at the Tennis ACT offices or via email to [claire.dunn@tennis.com.au](mailto:claire.dunn@tennis.com.au) no later than 4pm on Thursday 20 October 2022.

The process timetable is provided in Attachment 1.

We hope this new Nominations and Elections Process runs smoothly and look forward to your support. Please don't hesitate to ask questions via contacting Kim Kachel on 0421 411 113 or [kkachel@tennis.com.au](mailto:kkachel@tennis.com.au)

Best regards,  
Ben Fuller (On behalf of the Nominations Committee)



## ATTACHMENT 1 - TIMETABLE FOR 2022 TENNIS ACT NOMINATION, NOMINATION COMMITTEE ENDORSEMENT AND ELECTION PROCESS

<b>Dates (2022)</b>	<b>Task</b>
Friday September 23	Issue call for Nominations
Thursday October 20	Deadline for nominations
Friday October 21	Short Tennis ACT Board call (excluding Tennis ACT Board members standing for re-election/reappointment). Tennis ACT Board to discuss long list of candidates.
Monday October 24	Notice of nominations for the Board to be provided to Members
Monday October 24	Interviews scheduled and unsuccessful applicants notified.
Between Tuesday October 25 – Tuesday Nov 1	Nomination Committee holds interviews for elected positions
Wednesday Nov 2	Tennis ACT Board meeting. Tennis ACT Board receives update on Nomination Committee progress. (Any existing directors standing for re-election or re-appointment are not present for the discussion)
Thursday Nov 3	Nomination Committee sends candidate recommendations to members
Thursday Nov 3	Notice of AGM sent out to Members (at least 21 days before meeting date)
Thursday Nov 24	AGM elections and TACT Board meeting to finalise Board appointed Directors