

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

**From:** Mark La Brooy

**Date:** 22 September 2023

**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 Wednesday, 22 November 2023 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 1 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 three positions of General Director that Tennis ACT will be seeking to fill. The Tennis ACT Board and Nominations committee endorses one current General Director being re-elected (Phil Trenbath). 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 18 October 2023).

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 "Mark La Brooy".

Mark La Brooy  
CEO Tennis ACT



## TENNIS ACT BOARD - CALL FOR NOMINATIONS - 2023

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 Wednesday, 18 October 2023 (at which point, nominations will close).

There are three positions up for election by the Members this year. All positions are for a term of three years. The Tennis ACT Board and Nominations committee endorses one current General Director being re-elected (Phil Trenbath). Phil is not on the Nominations Committee and was excluded from any decision of endorsement of the Board. Phil constantly displays Tennis' values and meets the basic requirements possessing all the 'must have' elements whilst also addressing the skills priorities of the Board. These priorities have been set taking into account our skills matrix which better aligns TACT Board Director competencies with our strategic plan and objectives. Phil is a key member of the commercial subcommittee. His knowledge and guidance is helping Tennis ACT to develop new revenue streams in order to better support tennis within the ACT & Region. Phil also has market-leading skills in the digital, marketing, and branding fields, which are currently all key areas of strategic and operational focus, including to respond to the implementation of Tennis Australia's 'Game On' participation strategy.

The skills priorities of the Board being sought are:

- A person with a strong digital, marketing, and branding background; strong understanding of the corporate and private sector; experience with research techniques and insights development (being the skills where Tennis ACT is continuing to endorse Phil Trenbath).
- 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.
- A person with strong skills in the commercialisation of assets and in business; strong project delivery experience in a complex commercial setting; strong business growth, business development, and sponsorship management skills; along with demonstrated excellence in building strong community, corporate, and government relationships.

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 Phil Trenbath) has also informed us that it unanimously supports Phil Trenbath for re-election this year. The Tennis ACT Board considers Phil makes a significant contribution to the Board on multiple dimensions, including as already mentioned digital, marketing, and branding.

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. In practical terms, with a Board of eight, to comply with these policies, the mathematical result is a Board comprising four men and four women.

For completeness, Tennis ACT acknowledges that Simon Plummer's current term as a Board Appointed Director is also coming to an end. Simon is, however, eligible for re-appointment by the Board in accordance with clause 25.3 of the Constitution. At the Board Meeting following the AGM, the Board will consider his re-appointment. The Tennis ACT



Nominations committee (which does not include Simon Plummer) endorses him being re-appointed. Simon constantly displays Tennis' values and meets the basic requirements possessing all the 'must have' elements whilst also addressing the skills priorities of the Board. Simon has brought his significant financial and business acumen to bear in the Finance, Risk, and Audit Committee over a number of years, including during the COVID-19 crisis, and his contributions in that regard have been and continue to be highly valued.

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 Wednesday 18 October 2023.

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 Mark La Brooy on 0468573782 or via [mlabrooy@tennis.com.au](mailto:mlabrooy@tennis.com.au)

Warm Regards

Ben Fuller (On behalf of the Nominations Committee)



## ATTACHMENT 1 - TIMETABLE FOR 2023 TENNIS ACT NOMINATION, NOMINATION COMMITTEE ENDORSEMENT AND ELECTION PROCESS

<b>Dates (2022)</b>	<b>Task</b>
Friday September 22	Issue call for Nominations
Wednesday 18 October	Deadline for nominations
Thursday October 19	Short Tennis ACT Board call (excluding Tennis ACT Board members standing for re-election/reappointment). Tennis ACT Board to discuss long list of candidates.
Friday October 20	Notice of nominations for the Board to be provided to Members
Friday October 20	Interviews scheduled and unsuccessful applicants notified.
Between Monday October 23 – Monday October 30	Nomination Committee holds interviews for elected positions
Tuesday October 31	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)
Wednesday Nov 1	Nomination Committee sends candidate recommendations to members
Wednesday Nov 1	Notice of AGM sent out to Members (at least 21 days before meeting date)
Wednesday Nov 22	AGM elections and TACT Board meeting to finalise Board appointed Directors