**Background**

Tennis NSW is excited to announce that it is seeking expressions of interests for nomination to its Board of Directors.

Following two recent resignations, the Board seeks to appoint up to two (2) new Board-Appointed Directors in line with the skills gaps and diversity requirements identified below.

The Tennis NSW Board consists of 7 Elected Directors and up to 3 Appointed Directors. All positions are voluntary, and Directors are expected to sit on at least one Board Standing Committee in addition to their role as a Director.

Tennis NSW is headquartered at Sydney Olympic Park Tennis Centre with approximately 500 members located throughout the state, as far north as Tweed Heads, to Bega in the south and inland to Broken Hill.

The Board has identified the following key skills areas as being part of the selection criteria for the role(s):

* Current membership with Chartered Accountants Australian & New Zealand, or previous extensive professional experience as a Chartered Accountant;
* Experience in marketing and/or information technology, including as an executive or senior manager; and/or
* Experience in venue management or delivering major events.

Experience on not-for-profit, member organisation or government agency boards would be highly preferable, as well as knowledge and interest in tennis.

The Board encourages and celebrates diversity and inclusion, and to that end will favour nominations from individuals who identify as female, and applicants from culturally and linguistically diverse backgrounds.

If you are interested in nominating, please follow the instructions in this form and provide a written statement that identifies how you will meet the selection criteria.

**About the role**

* The Tennis NSW Constitution entitles Board Appointed Directors to be appointed for a term of up three (3) years.
* The Board typically meets 6 to 8 times per year, usually at the Tennis NSW headquarters in Sydney Olympic Park, however videoconferencing options are also available for all Directors.
* Board Appointed Directors are expected to sit on at least one Board Standing Committee, currently the Audit and Risk Committee, the Remunerations, Nominations and Governance Committee, the Investment Advisory Committee, the Tennis Country Management Committee and the Tennis Sydney (Metro Sydney) Management Committee. These committees meet at least 4 to 6 times per year.
* Board meetings are usually held on Tuesdays between 1pm and 5pm.
* The Board uses the Diligent board software for the distribution of its papers and resources. Directors will not receive papers in hard copy and are expected to ensure they have access to an electronic device to view papers.
* Director positions are voluntary, however policy enables the reimbursement of certain out-of-pocket expenses.

**Expressions of interest**

Nominees should provide a copy of the nominee’s *curriculum vitae* and accompanying nomination statement to Hannah McLean, Company Secretary at [secretary@tennisnsw.com.au](mailto:secretary@tennisnsw.com.au) by 5.00pm on Friday 16 July 2021. The statement should consider addressing:

* The nominee’s experience in one of the key skills areas identified above;
* Any other relevant experience, including work experience and experience on not-for-profit, member organisation or government agency boards;
* Experience that demonstrates adherence to the Tennis NSW values of excellence, partnerships, accountability and passion;
* Personal qualities that demonstrate adherence to the behaviours and values expected of a member of the Board as set out in the Board Code of Conduct and Ethics document (a copy which can be found here).

**The Selection Process**

The Tennis NSW Board has tasked the Remunerations, Nominations and Governance Committee (RNGC) to oversee the selection process.  Expressions of interest will be due on Friday 16 July 2021 to the Company Secretary.  The RNGC will consider applications and suitable applicants may be invited to interview.

Applicants with the optimal skills and experience will be recommended by RNGC to the Board with a view to making an appointment(s) at its meeting on 10 August 2021.

**Probity checks and Member Protection**

Nominees should be aware that by nominating for a position on the Tennis NSW Board, they will be required to provide a valid Working with Children Check, National Police Check and any other background check required to Tennis NSW as part of the nomination process. Any nominee who does not provide the requisite background checks may be withdrawn from the nomination process.

Please be aware that all personal information provided as part of the nomination process is handled in accordance with the Tennis NSW Privacy Policy, a copy of which can be accessed [here](https://www.tennis.com.au/privacy).

**Questions and contact information**

If you have any questions in relation to the process, please contact Hannah McLean, Company Secretary at [secretary@tennisnsw.com.au](mailto:secretary@tennisnsw.com.au) or on 0419 151 868. If calling the mobile phone number, please leave a message with your name and contact phone number for a return call.