



## **Tennis Victoria**

### **Call for Board Director Applications 2022**

Tennis Victoria calls for nominations for two Board Director Positions due for election in 2022.

#### **We are looking for people who:**

- Are keen to contribute to our thriving sport across the whole of Victoria, which has a clear strategy through to 2024, and is achieving strong participation and growth post-COVID.
- Wish to enhance and share your governance experience with a highly regarded sport that works closely with tennis organisations and communities across the state namely Local, State and Federal Governments, and Tennis Australia.
- Reflect the inclusive tennis communities we serve bringing cognitive diversity, experience and ideas to our skills-based Board.

#### **Tennis Victoria Board and Director roles**

- Find out more about [Tennis Victoria](#), and our [strategy to 2024](#).
- The Tennis Victoria Board is comprised of up to 9 Directors. 6 Directors are Elected by Tennis Victoria's affiliated Tennis Bodies, with 3 Directors able to be Appointed by the Tennis Victoria Board.
- Directors serve a 3-year term and are eligible to serve up to three consecutive terms i.e., 9 years of maximum service on the Board.
- Due to Director term rotations being in place, there are annually 2 elected and 1 appointed Directors due to conclude a term each year.
- In 2022, one of the incumbent Elected Directors (Simon Meadows) retires from the Board at the AGM, having reached his maximum term. The other incumbent Elected and Appointed Director positions due in 2022 are entitled to stand for re-election/appointment for at least one more three-year term.
- There are six to eight Board Meetings per year, every two/three months from mid-February, generally at 5:30pm on a Wednesday at the Tennis Victoria Offices at AAMI Park and/or via videoconference. There is an expectation, based on skillset, that Board members may also be requested to serve on sub-committees.
- Director roles are voluntary, without remuneration. Reimbursement of appropriate expenses incurred within the role is available, subject to Tennis Victoria's Director Expenses Policy.

#### **Application Timeline**

- 13 August | Applications close at 11:59pm on Saturday 13 August 2022
- 19 August | Candidate interviews with Nominations Committee (if required)
- 14 September | Nomination materials are distributed to Tennis Victoria's affiliated Tennis Bodies when electronic voting opens for the Director election
- Until 11 October | Election closes for Tennis Victoria's affiliates
- 12 October | Results of the election are announced at the Tennis Victoria Annual General Meeting (from 6pm)

#### **Contact**

For any queries about this process or further information on how to apply, please contact the Tennis Victoria Company Secretary, Tim McGrath, via 0412 469 009 or [tmcgrath@tennis.com.au](mailto:tmcgrath@tennis.com.au)

<b>Experience sought</b>	<ol style="list-style-type: none"> <li>1. Tennis Victoria recognises the value of a diverse, skills-based Board to govern the organisation.</li> <li>2. Considerations made when setting the 'Criteria' below:               <ol style="list-style-type: none"> <li>(i) Tennis Victoria's strategic planning, including its Strategic Plan to 2024.</li> <li>(ii) Tennis Victoria's good governance principles that embrace best practice of a skills-based Board.</li> <li>(iii) The current make-up of the Board but excluding those Directors up for election/appointment in 2022.</li> <li>(iv) The needs of Tennis Victoria in its organisational evolution.</li> <li>(v) The Board's self-assessment of its skills and performance.</li> </ol> </li> </ol>
<b>Criteria</b>	<ol style="list-style-type: none"> <li>3. A proven successful professional or Director background in one or more of the following specific areas is preferred (<i>*Definitions</i> at the end of this document):               <ol style="list-style-type: none"> <li>(i) Financial and investment management</li> <li>(ii) Government – State and/or Local, and/or related stakeholder relations</li> <li>(iii) People and culture</li> <li>(iv) The business of sport coaching</li> <li>(v) Education sector</li> </ol> </li> <li>4. Wholly aligned with its focus on community participation for all in a sport for life, Tennis Victoria is committed to diversity and inclusion on its Board of Directors:               <ul style="list-style-type: none"> <li>• At Tennis, we embrace differences in gender, age, ethnicity, race, cultural background, disability, religion, and sexual orientation. Tennis Victoria encourages all suitable applicants to apply for this role.</li> <li>• The Tennis Victoria Constitution requires that 'The Directors must use reasonable endeavours to ensure no one gender constitutes more than 60% of the total number of Directors.'</li> <li>• Additionally, it is a requirement of Victorian state government funding that the Tennis Victoria Board is comprised of at least 40% females.</li> </ul> </li> <li>5. Nominations from metropolitan and regional areas of Victoria are encouraged. In particular, regionally based individuals can be supported in their Board and sub-committee participation via the use of technology and travel &amp; accommodation reimbursement.</li> </ol> <p><b>The above criteria should be addressed by candidates by:</b></p> <ol style="list-style-type: none"> <li>a) Their covering letter and CV.</li> </ol>
<b>Eligibility criteria</b>	<ol style="list-style-type: none"> <li>6. Individuals wishing to stand as a candidate for election as a Director of Tennis Victoria must comply with all eligibility requirements under the Associations Incorporation Reform Act 2012 (Vic), Corporations Act 2001 (Cth), Tennis Australia and Tennis Victoria Constitution, By Laws and Policies. Candidates must submit to related due diligence processes during their candidacy (see further information over page).</li> <li>7. Applications must be accompanied by a short letter signed by an officer of a Tennis Victoria affiliated Tennis Body (i.e., its President, Secretary, or other authorised Committee member) stating that the tennis club, centre or association is proposing the candidate.</li> </ol>

<b>Suitability Criteria</b>	<p>8. Demonstrated experience and understanding of good organisational governance and especially:</p> <ul style="list-style-type: none"> <li>(i) The leadership role of a Board, and of its Directors.</li> <li>(ii) The capacity to focus on strategic rather than operational issues, and corresponding ability to distinguish between matters for the Board and matters for management.</li> <li>(iii) The development of innovative ideas.</li> <li>(iv) The cooperation and teamwork of a Board of Directors.</li> <li>(v) The understanding of the value of diversity and inclusion to good governance.</li> <li>(vi) The work and meeting preparations of a Board Director.</li> </ul> <p>9. An appreciation for, and understanding of, the role that community sport plays in Victoria.</p> <p>10. Previous experience on a Board would be welcomed (<i>but not essential</i>).</p> <p><b>The above criteria should be addressed by candidates by:</b></p> <ul style="list-style-type: none"> <li>a) Providing evidence of a governance qualification via the Australian Institute of Company Directors, Governance Institute of Australia or via completion of Sport Australia's free online governance training course, <a href="#">The Start Line</a>.</li> <li>b) Signing, in anticipation, the <a href="#">Tennis Victoria Director Code of Conduct</a>.</li> <li>c) Via their covering letter.</li> </ul>
<b>Application Process</b>	<p>11. <b>Applications close at 11:59pm on Saturday 13 August 2022.</b> Applications are to be submitted to Tennis Victoria's Company Secretary, Tim McGrath, via <a href="mailto:tmcgrath@tennis.com.au">tmcgrath@tennis.com.au</a>.</p> <p>12. Submitted applications must be received by the deadline, and include all of the below:</p> <ul style="list-style-type: none"> <li>a) A 1-page CV, and up to a further 2-page covering letter / submission addressing the above 'Criteria'. Documents longer than the above will not be accepted.</li> <li>b) A candidate signed copy of the Tennis Victoria Directors' Code of Conduct declaration (in anticipation).</li> <li>c) A short letter signed by an officer of a Tennis Victoria affiliated Tennis Body (i.e. its President, Secretary or other authorised Committee member) stating that their tennis club, centre or association is proposing the candidate</li> </ul> <p>13. Prior to appearing on the ballot for the election, by 15 September 2022, all candidates must have completed the below due diligence processes to the satisfaction of the Tennis Victoria Nominations Committee and Tennis Victoria Board:</p> <ul style="list-style-type: none"> <li>a) Supplying a National Police Check issued in the past 6 months. Tennis Victoria will reimburse candidates for the cost involved in obtaining this check.</li> <li>b) A signed Member Protection Declaration.</li> <li>c) A current Victorian Working with Children Check (if already held) or a signed declaration that they are eligible to obtain a Victorian Working with Children Check prior to appointment (should they be elected).</li> </ul>
<b>Nominations Committee and Election Process</b>	<p>14. The Tennis Victoria Nominations Committee prepare a report for Tennis Victoria's affiliated Tennis Bodies, identifying how the candidates align with the above criteria.</p> <p>15. If needed, the Nominations Committee may conduct candidate interviews before developing this reporting. <b><u>These interviews are scheduled to take place on Friday 19 August.</u></b></p> <p>16. Applicants are also eligible to submit a 1-page letter and their 1-page CV to Tennis Victoria's voting Tennis Bodies as part of the election materials.</p>

<b>Definitions of Skills</b>	<ul style="list-style-type: none"> <li>• <b><i>Financial and investment management</i></b>; as applicable to a significantly sized not-for-profit or commercial business.</li> <li>• <b><i>Government – State and/or Local, and/or related stakeholder relations</i></b>; working in and understanding of government and related bodies, ideally including the areas of funding procurement, infrastructure development and/or health and wellbeing.</li> <li>• <b><i>People and culture</i></b>; proven ability to positively influence individual and group behaviours that drive the attitudes and approaches of an organisation for effective outcomes. Experience and understanding of diversity and inclusion.</li> <li>• <b><i>The business of sport coaching</i></b>; as pertains to all on-and-off court considerations of a successful coaching business – operations and strategy, and possibly not limited to the sport of tennis.</li> <li>• <b><i>Education sector</i></b>; significant experience in primary and/or secondary school sport program delivery, and/or academia and research, with a focus in sport and active recreation.</li> </ul>
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