

WESTERN AUSTRALIAN TENNIS ASSOCIATION INC.

NOMINATIONS FOR TENNIS WEST BOARD OF DIRECTORS 2025

Tennis West (TW) is currently seeking nominations from suitably qualified and experienced persons to fill **two elected director positions**, both for a three-year term, in accordance with the current Tennis West Constitution.

Nominations must be submitted via the online Vero platform – see details in process and timeline information below. Nominations are to be submitted online no later than midday (12:00pm) Monday 8th September 2025.

Nominations will be referred to a majority independent Nominations Committee who will determine the suitability of each candidate against the Board Skills Matrix and who best satisfy the qualities and attributes required by the Board. Shortlisted candidates will be invited for interview. The Tennis West Board will review endorsed candidates and provide commentary to the tennis community about candidate's suitability to join the board, as part of the voting information.

All positions are voluntary. Individuals considering applying for a board role need to ensure they are committed to the strategic direction of Tennis West and that they are prepared to actively contribute to the Board and through committees and/or working groups. A clear understanding of the roles and expectations of a non-executive director is also essential. Successful candidates will have completed a suitable governance course or recent and relevant professional development. Tennis West is seeking specific skills and experience, outlined in the attached TW Director Role Description – August 2025.

Enquires should be directed to olivia.birkett@tennis.com.au or phone 0404 833 134.

Issued by order of the Board of Tennis West,

A handwritten signature in black ink, reading "Olivia Birkett".

Olivia Birkett
Chief Executive Officer, Tennis West

Nomination and election process and timeline

The nomination process will be conducted online utilising the Vero platform. An email will be sent to delegates from Tennis West Communications email with the subject “Call for Nomination – Tennis West Board Election”. Club officials may forward this email to a member that wishes to nominate. Any eligible member wishing to nominate may also contact mmagdy@tennis.com.au if they would like to receive an email with nomination details directly. This email will contain a unique link to the homepage, where you will need to register and follow the prompts to complete your submission.

All nominations must be submitted via the online Vero platform and include the following:

- **Seconders** – details of two members from an affiliated tennis club supporting your nomination
- **Priority Skills & Experience** – aligned to identified Board priorities
- **Additional Skills & Experience** – any further relevant expertise
- **Cover Letter** – addressing your skills and the essential attributes
- **Curriculum Vitae / Resume**
- **Candidate Statement** – up to 400 words which will be displayed on the ballot page for successful candidates
- **Candidate Photo** – to be displayed on the ballot page for successful candidates
- **Declaration of Private Interests**
- **Declaration Agreement**

The Nominations Committee is responsible for the assessment of all candidates and determination of those persons considered suitable. As per the Constitution and Nominations Committee Terms of Reference, the Committee may determine who will be put forward for the position of Director of Tennis West, rank and recommend candidates to the Board. There will be no opportunity for appeal in respect of the assessment undertaken by the Nominations Committee. Applicants will be notified regarding whether their application for nomination has been deemed suitable by no later than 30th September 2025.

The suitable nominee’s online bio will be circulated to all Tennis West affiliates. Accompanying this will be the recommendations from the Tennis West Board, stating which nominees best meet the criteria and experience they are seeking.

Process	Date / Time - 2025
Nominations for Board Positions Open. An email will be sent by Tennis West titled ‘Call for Nominations’ which will contain the link to the Vero nominations page : Go to: https://tw nominations.verovoting.com.au/	Friday 22 nd August 12:00pm
Board Nominations close	Monday 8 th September 12:00pm
Nominations evaluated by the Tennis West Nominations Committee	Week starting 8 th September
Candidates interviewed by the Tennis West Nominations Committee	Week starting 15 th September
Nominations Committee to submit a report of nominees to the Tennis West Board, who will compile their recommendations	Week starting 22 nd September
Tennis West affiliates will be advised of voting process and timeframes, ahead of the Annual General Meeting, once the date has been finalised	

TENNIS WEST BOARD DIRECTOR ROLE DESCRIPTION – AUGUST 2025

Who we are?

At Tennis West (TW) we have the vision to shape the future of tennis in the West. As the State Sporting Association (SSA), governing tennis in Western Australia, we are a not-for-profit organisation who works closely to grow the sport with our 200+ affiliated Members. We have just launched our new Strategic Plan (2025-2028) and last year had both our Reflect Reconciliation Action Plan and Diversity, Equity and Inclusion Operational Plan endorsed.

We work closely with key partners Tennis Australia (TA) and the WA Government, namely through the Department of Creative Industries, Sport and Tourism (CITS) and Healthway. Their financial contribution supports us as one of the larger SSA's, able to work across all regions of WA and deliver a diverse range of programs and services, that underpin our strategic objectives.

The Board of Tennis West

The Board is the governing body of Tennis West, comprising of nine voluntary Directors. The Board derives its authority from the process of election to the Board by Members and appointment to the Board by Directors as provided for in the Constitution. The Board upholds the TW Constitution.

The Board's primary roles are:

1. To set the strategic objectives of TW;
2. To approve the annual budget for TW;
3. To determine the risk appetite of TW and ensure appropriate risk management strategies are in place; and
4. To ensure TW is meeting legislative and regulatory requirements, including the Sports Governance Standards as set by the Australian Sports Commission and Sport Integrity Australia's Policy 'Standards'.

TW is accountable to its Members through the Board and is governed by its Constitution. The Board exercises governance through its Board Charter, Governance and Delegations Policies and other state and national policies. Operational decisions regarding the organisational functions are the responsibility of the CEO in accordance with the appropriate delegated authority.

Role Details

TW is seeking nominations from suitably qualified and experienced people to fill one of two member elected positions on the Board. The two vacancies are both for a three-year term, as per the Constitution.

As Members of the Board, Directors share ultimate responsibility for TW's overall success. Directors are expected to work together to carry out the following roles:

1. Help to ensure the highest standards of governance and leadership at TW at all times.
2. Assist in TW's strategic planning to ensure the leadership and growth of TW.
3. Be confident that at any time there are adequate resources available based on budget or act to address it.
4. Help monitor the performance of TW, including developing and using realistic Key Performance Indicators.
5. Ensure TW adheres to its values, behaviours and culture, including promoting diversity, equity and inclusion.
6. Listen to TW's members and key stakeholders, and work to ensure TW manages and responds to them appropriately, helping maintain positive working relations with stakeholders.
7. Assist in finding the next generation of TW Directors.
8. Maintain TW's solidarity; be prepared to consider and debate matters within the confines of the Board, with informed and meaningful arguments, and to publicly support TW's ultimate decisions.
9. Perform their duties on an assigned sub-committee or working group.

Eligibility

We welcome people from all backgrounds to our Board, particularly First Nations people, those from culturally and racially diverse backgrounds and those living with a disability. We also uphold CITS's gender equity standard to State Sporting Association Board positions, maintaining at least 50% women on the Tennis West Board.

To be eligible for appointment, candidates will:

1. Demonstrate commitment to a strong governance regime for Tennis in Western Australia, with a good understanding of the role of Boards and individual Directors in the governance of sport.
2. Fulfil all legal and fiduciary duties, including exercising due care and diligence, acting in good faith and for a proper purpose and not misusing information or position.
3. Adhere to the Tennis West and Tennis Australia policies where relevant and as required by partnership agreements and demonstrate commitment to developing policies and strategies.
4. Not be involved in activities which could, or could reasonable be perceived to, materially interfere with the candidate's ability to act in the best interest of Tennis West.
5. Be free from any interest and any relationship which could, or could reasonably be perceived to, materially interfere with the candidate's ability to act in the best interests of Tennis West. According to the constitution, a Tennis West Director may not be a member of the Management Committee of an Affiliated Body.
6. Demonstrate how the appointment of the candidate as a Director will enhance the required balance and diversity of skills among Directors, in accordance with the Skills Matrix.
7. Satisfy the core competencies established by the Board in accordance with the Skills Matrix.
8. Be prepared to make a commitment for the term of the role, as allocated by the Board.
9. Complete appropriate background checks, such as Working With Children Check and/or National Police Clearance if successfully elected/appointed.

Commitment of Directors

A Director of the Board of TW is committing to:

- Attending a minimum of eight Board Meetings per annum;
- Contributing and committing to Board sub-committees/working groups in alignment with skills and expertise, which average four meetings per annum;
- Attend functions and events from time to time, especially during the Summer of Tennis;
- This contribution is estimated to be approximately 25-35 days over the course of the year, depending on your sub-committee/working group roles.

Skills and Capability

Tennis West is currently seeking independent candidates with one or more of the following three priority skills and experience:

Priority skills/experience

1. Leadership and Board experience

Must demonstrate a proven track record of strategic leadership and governance within complex organisational environments. This includes experience in setting and overseeing strategic direction, ensuring robust risk management, and fostering a culture of accountability and performance. Additionally, you must possess a deep understanding of board responsibilities, including fiduciary duties, stakeholder engagement, and compliance with regulatory frameworks. Prior board or executive-level experience in sport, community, or corporate sectors is highly valued, along with the ability to contribute to collaborative decision-making and uphold the values and vision of Tennis West.

2. Tennis knowledge and experience

Bring a meaningful connection to the sport of tennis, whether through competitive play, coaching, officiating, administration, or community engagement. On-court experience may include participation at club, state, or national levels, providing valuable insight into the athlete and club journey. Off-court experience encompasses contributions to tennis development, club or association administration or event management within tennis organisations. A strong appreciation for the sport's culture, challenges, and opportunities is essential, along with a commitment to advancing tennis across Western Australia through inclusive and sustainable initiatives.

3. Stakeholder engagement and strategic thinking

Must possess the ability to build and sustain meaningful relationships with diverse stakeholders, including government agencies, Tennis Australia and WA business connections. This involves having strong strategic acumen, with the ability to think critically, anticipate future challenges, and contribute to long-term planning that advances the organisation's purpose. Directors should be capable of balancing short-term priorities with long-term vision, applying sound judgment and data-informed insights to guide strategic initiatives. A collaborative mindset and the ability to pursue opportunities constructively is essential to shaping Tennis West's future in a dynamic sporting landscape.

Tennis West is committed to balancing the skills and experience of board directors. Therefore, in addition to the three priority skill/experience areas, candidates are asked to identify which of the following skills/experience they would bring to the Board, as well as ensure commitment to the essential attributes:

Additional skills/experience

a. Community development

Possess a strong commitment to community engagement and development, with experience in fostering inclusive participation, building partnerships, and supporting initiatives that strengthen the sport's presence and impact across diverse communities.

b. Media

The ability to engage effectively with media and public communications, demonstrating experience in promoting organisational initiatives, representing the sport with professionalism, and supporting positive brand visibility across traditional and digital platforms.

c. Environmental sustainability

An understanding of environmental sustainability principles, with experience in supporting or implementing initiatives that promote responsible resource management, reduce environmental impact, and contribute to a more sustainable future for tennis and the broader community.

d. Information technology

A foundational understanding of information technology systems and digital innovation, with experience in leveraging technology to enhance operational efficiency, data management, stakeholder engagement, and the overall delivery of tennis programs and services.

e. Governance and compliance

Possess a strong understanding of governance principles and regulatory compliance, with experience in upholding ethical standards, ensuring transparency, and contributing to the effective oversight of organisational policies, risk management, and legal obligations.

Essential attributes

Each candidate will be required to outline how they demonstrate the essential attributes in their cover letter:

- Independence
- Strategic thinking
- Leadership
- Integrity
- Communication and interpersonal skills
- Previous/current Board and governance experience
- Evidence of ongoing professional development

If any candidates would like to discuss their nomination further, please contact
Tennis West CEO, Olivia Birkett at olivia.birkett@tennis.com.au

If any affiliates or candidates would like support with the nomination process in Vero, please contact
Tennis West Head of Operations, Michelle Magdy at mmagdy@tennis.com.au