



Memorandum

DATE: 4th April 2024
TO: LAQ Centre Committees
FROM: Operations Manager - Shannon KRUGER
SUBJECT: Call For Nominations for Board of Director Positions & Life Membership

Please find attached to this email the Call for Nominations for Board of Director positions.

With the recent change in LAQ's Constitution from the Special General Meeting held in March, those nominating for Board of Director position, will apply for a General Director position only. This is the process that will be followed from now on.

Nominations for Board of Director positions will not be accepted unless completed on the appropriate nomination form.

Ballot papers and profiles of nominees for Board of Director positions and Life Membership (if applicable) will be forwarded to all Centres in May.

This is also the first and final call for nominations for LAQ Life Membership. Information and a nomination form can be found in the LAQ Awards Booklet. Nominations for Life Membership will not be accepted unless completed on the appropriate nomination form.

The closing date for all Board of Director and Life Membership nominations is 4.30pm on Friday 19th April 2024. No late nominations will be accepted.

If you have any questions, please don't hesitate to contact me at the Association Office on (07) 3892 9400.



Major sponsor of Little Athletics Queensland



CALL FOR BOARD OF DIRECTOR NOMINATIONS

NOTICE OF ANNUAL GENERAL MEETING

DATE: Sunday 9th June 2024
TIME: 9.30am
VENUE: Sea World Resort



CALL FOR NOMINATIONS BOARD OF DIRECTORS

Association members are invited to submit in writing to the Returning Officer, nominations for the Board of Directors, General Director positions that are up for re-election at the 2024 Annual General Meeting.

There will be four (4) General Director positions available for election in 2024, with each General Director being elected for a two (2) year term.

Nomination forms (attached) with detailed profiles and a recent photograph should be forwarded to:

info@laq.org.au

Or The Returning Officer
Little Athletics Queensland
PO Box 355
SUNNYBANK Q 4109

No later than 4.30pm, Friday 19th April 2024.

PLEASE NOTE :

Nominations must be in writing, signed by not less than two members of a Centre Management Committee, and must bear the nominee's written consent to accept the office if elected.

Profiles of all nominees for the positions of Board of Director (and Life Membership) of the Association **must include** a recent photograph. This photograph will be included in the ballot papers sent to each Centre for consideration.

Subject to Rule 3.1.5 of the Association Constitution, retiring members are automatically eligible for re-election subject to lodging with the Returning Officer a nomination form bearing the nominee's written consent to accept the office if elected. A nomination form on behalf of a retiring member of the Board does not need to be signed by any one other than the retiring member who must however provide profile details with the nomination form.

Nominations must be received by the Returning Officer not later than 4.30pm on the closing date for nominations.

Nominations returned without profile details will be considered invalid.

- ❖ As per the Association Constitution, Profiles of Nominees and Ballot papers will be forwarded to all affiliated Centres so that it reaches them at least 28 days prior to the AGM.
- ❖ Ballots will close at 4.30pm on Wednesday 29th May, at which time, the Returning Officer will collect any remaining ballots from the Post Office Box. No ballot papers will be accepted after this collection.



POSITION DESCRIPTION - LAQ BOARD DIRECTOR

LAQ Board of Directors are elected by the members as an honorary position/s.

FUNCTION:

Provide governance to the LAQ, represent it to the community and accept ultimate legal authority for it.

QUALIFICATIONS/SKILLS:

Have a sound knowledge and skills in one or more areas of Board governance, eg. policy, finance, programs, services and personnel.

TERMS:

Board of Directors are elected by the membership at the Annual General Meeting (AGM). Board Directors serve for a two-year term. Board Directors may be re-elected for two additional terms.

REQUIREMENTS:

- A person, once elected to a position on the LAQ Board of Directors, must cease to hold a position of Centre Manager, Secretary or Treasurer within three (3) months of election or by the next AGM of the Centre whichever is the sooner. A member of the Board may hold other positions on a Centre Committee and act as a competition official at a Centre if so desired.
- Commitment to the work of the LAQ.
- Willingness to serve on any Task Force and actively participate.
- Attendance at monthly Board meetings.
- A time commitment of five to eight hours per month (includes Board preparation, meeting and any Task Force meeting time).
- Attendance at Annual General Meeting, State Conference and any other Function, or Competition, as deemed appropriate by the Board.
- Be informed of the services provided by the LAQ and publicly support them.
- Prepare for and participate in the discussions and the deliberations of the Board.
- Be aware and abstain from any conflict of interest.

MAJOR DUTIES:

- Govern the organisation by the broad policies developed by the Board.
- Establish overall long and short-term goals, objectives and priorities for the LAQ in meeting the needs of the community and its members.
- Recommend policy to the Board.
- Promote the organisation membership through community networking, etc.
- Be accountable to the funders for the services provided and the funds expended.
- Monitor and evaluate the effectiveness of the organisation through a regular review of programs and services.
- Provide candid and constructive criticism, advice and comments.
- Approve major actions of the LAQ, such as capital expenditure and major program and service changes.
- Annually review the performance of the Board and take steps to improve its performance.
- Seek nominations for election to the Board where appropriate.
- Prepare for and participate in the discussions and deliberations of the Board.
- Foster a positive working relationship with other Board members and LAQ staff.
- Be aware of and abstain from any conflict of interest.
- Be assured that management succession is properly being provided.
- Appoint independent auditors subject to approval by members.
- Review compliance with relevant material laws affecting the LAQ.



NOMINATION FORM

For Board of Directors (BOD)
General Director Position

2024 Annual General Meeting

Full Name of Nominee: _____

Associated Centre: _____

Position held at Centre: _____

Nominated By (1): _____

Position held at Centre: _____

Signature

____/____/____
Date

Nominated By (2): _____

Position held at Centre: _____

Signature

____/____/____
Date

Nominees Consent:

I, _____, hereby accept the nomination by the
_____ Little Athletics Centre, for the position of
_____.

Signature of Nominee

____/____/____
Date

Profile of Nominee and recent photograph must be attached to this nomination form