

# CALL FOR BOARD OF DIRECTOR NOMINATIONS



## NOTICE OF ANNUAL GENERAL MEETING

**DATE:** Sunday 7<sup>th</sup> June 2026  
**TIME:** 9am  
**VENUE:** Novotel Sunshine Coast Resort



# BOARD OF DIRECTORS

## Who are we?

Little Athletics Queensland (LAQ) is a not-for-profit, state governing body for the sport of Little Athletics in Queensland for children aged 3 - 17 years. It is a key objective of LAQ to develop children of all abilities by promoting positive attitudes and a healthy lifestyle through family and community involvement in athletics activities.

First formed in Geelong, Victoria in 1964 to provide an opportunity for young children to participate in the sport of athletics, Little Athletics grew across the country. In 1973 the sport expanded to Queensland with the establishment of the Redcliffe Little Athletics Centre and participation in the sport quickly grew from there.

Today, Little Athletics is one of the most recognisable junior sporting brands in the country and provides the foundation for all sports, teaching young children the skills of running, jumping, throwing, rolling and walking as they strive to be their personal best.

LAQ has 85 affiliated clubs with over 17,000 athletes, spanning almost the entire reach of Queensland, from Cooktown in the North, out West to Charleville and even one club located in Northern NSW.

Each club is its own incorporated association under the Associations Incorporations Act (Qld) 1981 and run entirely by volunteers.

Seven volunteers who serve on the LAQ Board of Directors are elected by the member clubs, with day-to-day management overseen by the Chief Executive Officer (CEO) and 10 operational/administrative staff. In addition to this, up to 40 casual staff are employed to increase opportunities for children to participate in the sport through school-based programs (Ultimate Athletics).

## Our Strategic Plan

In June 2025, LAQ launched its new three-year strategic plan - [On Track for Tomorrow](#) - identifying five key priorities needed to help our sport succeed in to the future:

- Grow our Membership
- Educate our People
- Sustainability of our Clubs
- Increase our Volunteer Numbers
- Improve our Competitions

The Queensland Government is a crucial partner in helping us achieve our vision to empower communities to develop healthy, active Queensland children through fun, family experiences.

## The LAQ Board Structure

The LAQ Board consists of seven volunteers, elected by Member Associations (MA) with day-to-day management overseen by the CEO and operational staff. Of the seven director positions, three comprise the Executive - President, Vice-President and Financial Director. The remaining four are General Directors.

LAQ also has three sub-committees that report to the Board:

- Finance, Audit and Risk Committee
- Competition Committee
- Officials Committee

### **Key Board Responsibilities**

The LAQ Board provides leadership and governance for:

- Strategic direction
- Governance responsibilities
- Financial management
- Compliance with legal responsibilities
- Review of organisational and program reports
- Delivery of the LAQ Strategic Plan

### **Duties of the Board**

The Board is active in implementing policy that enhances the ability of our Centres to deliver best practice services to the athletes, coaches, officials and volunteers. Specifically, Directors:

1. Govern the organisation by the broad policies developed by the Board
2. Establish overall long and short-term goals, objectives and priorities for LAQ in meeting the needs of the community and its members
3. Recommend policy to the Board
4. Be informed of the services provided by LAQ and publicly support them
5. Promote the organisation membership through community networking.
6. Be accountable for the services provided and the funds expended
7. Monitor and evaluate the effectiveness of the organisation through a regular review of programs and services
8. Provide candid and constructive criticism, advice and comments
9. Approve major actions of LAQ, such as capital expenditure and major program and service changes
10. Annually review the performance of the Board and CEO and take steps to improve their performance
11. Seek nominations from suitable applicants for election to the Board where appropriate
12. Ensure that management succession is undertaken
13. Appoint independent auditors subject to approval by members
14. Review compliance with relevant material laws affecting LAQ

### **Terms of Appointment**

Board of Directors are elected by the LAQ membership at the Annual General Meeting (AGM) each year (three and four positions in alternate years). Board Directors serve for a two-year term and may be re-elected for an additional two terms (maximum of six years).

Board Directors may also be appointed in the event of a Casual Vacancy. The person appointed to the casual vacancy holds office for the remainder of the term for which they were appointed. They may then be eligible for re-election at the next AGM should they wish to nominate. They can be re-elected for an additional three consecutive terms (6 years in total) at the next Annual General Meeting (AGM) should they wish to nominate.

### **Board Diversity**

LAQ acknowledges that Non-Profit Organisation (NFP) boards historically have lacked diversity and although progress has been made, there is still a gap to close.

While ensuring that the main criteria for appointment to the Board are skills, expertise and experience, LAQ also aims to achieve gender and cultural diversity wherever possible and encourages people from gender diverse and cultural diverse backgrounds to apply.

### **Eligibility**

As per the [LAQ Constitution](#) (Section 6.1.2) a person is eligible for election to the Board, or appointment to fill a casual vacancy on the board, only if the person:

- a. is at least 18 years of age and
- b. has not been the Chief Executive Officer of the association in the previous three years and
- c. is not currently in any of the following positions on the management committee, or equivalent, of an Affiliated Little Athletics Centre, or agrees to relinquish such position prior to filling a board position:
  - i) Centre Manager or
  - ii) President or
  - iii) Vice President or
  - iv) Treasurer or
  - v) Secretary and
- d. is eligible to be a board member under the Act, this constitution and any nomination criteria set by the association; and
- e. holds a current blue card or exemption card obtained under the *Working with Children (Risk Management and Screening) Act 2000* or agrees to obtain one immediately upon being elected or appointed to the board.

## **Selection Criteria**

### **Required**

1. Attendance at monthly Board meetings. Attendance in person is preferred, however should this not be possible, attendance via MS Teams is available.
2. A time commitment of approximately five to eight hours per month (includes Board preparation, meeting and any task force meeting time).
3. Willingness to serve on any sub-committee or task force and actively participate.
4. Attendance at the LAQ Annual General Meeting, State Conference and any other function, deemed appropriate by the Board.
5. Attendance and involvement as a volunteer/official at LAQ regional, state or national competitions deemed appropriate by the Board (e.g. regional competitions, state carnivals and championships, ALACs).
6. Ability to prepare for and participate in the discussions and the deliberations of the Board.
7. Ability to foster a positive working relationship with other Board members and LAQ staff.
8. Be aware of and abstain from any conflict of interest.

### **Desirable (experience)**

9. Previous Board experience (federated sports model preferred)
10. Relevant Little Athletics sporting experience
11. Experience in one or more of the following (noting years/level of experience):
  - i) Change management
  - ii) Technology, digital
  - iii) Project management
  - iv) Communications and Marketing
  - v) Community Fundraising and Sponsorship
  - vi) HR, People and Culture, Diversity and Inclusion
  - vii) Commercial contract / Legal risk management
  - viii) Corporate governance and risk/compliance
  - x) Senior management

# NOMINEE DECLARATION

I accept the above information and declare that:

- I am eligible to be an elected LAQ Board Director in accordance with the criteria set out under 6.1.2 of the [LAQ Constitution](#) (2024)
- I have attached copies of the following items:
- Completed nomination declaration
  - Completed nomination form
  - Current photograph
  - Evidence of Blue Card or Working with Children documentation
- I do not currently hold or agree to relinquish my position on the Management Committee of an affiliated Little Athletics Centre, as set out in Eligibility point c.

By signing this nomination form, the Nominee consents to LAQ using my personal information (as that term is defined in the Privacy Act 1988 (Cth)) contained in this form, the nominee's CV and any other personal information provided by the Nominee as part of the nomination process for the purposes of conducting the nominations and elections process in accordance with LAQ's Constitution and Regulations.

## NOMINEE

Name:	
Centre (if applicable):	
Signature:	Date:

## NOMINATED BY

Name:	
Centre (if applicable):	
Signature:	Date:

### Closing Date and Lodgement

Applications should be submitted in writing to Little Athletics Queensland, [info@laq.org.au](mailto:info@laq.org.au) and should address the selection criteria and detail your experience, skills and reasons you believe you'd make a valuable contribution to the Board.

Applications close **4.30pm on Friday 24<sup>th</sup> April 2026.**

# NOMINATION FORM

NAME: \_\_\_\_\_

## SECTION 1: EXPERIENCE AND KNOWLEDGE OF LITTLE ATHLETICS

Experience and Knowledge

Duration of Involvement

Diversity of Experience & Knowledge

**SECTION 2: SKILLS AND EXPERTISE OUTSIDE OF LITTLE ATHLETICS**

Professional Skills & Qualifications

Director Experience

Other Sporting Experience

**SECTION 3: RESPONSE TO DESIRABLE EXPERIENCE UNDER POINT 11 OF THE  
SELECTION CRITERIA**

A large, empty rectangular box with a thin black border, intended for the applicant to provide their response to the selection criteria. The box is currently blank.