

# PONY CLUB WA

## BOARD NOMINATION PACK

### Our Vision

To be known as the leading youth equestrian association in Western Australia.

### Our Mission

- To promote the highest ideals of sportsmanship, citizenship and loyalty and to create strength of character, self-discipline, health and well-being in the young people that participate in our activities.
- To work with our member clubs to provide instruction in riding and horsemanship and educate our members to look after and take proper care of animals.
- To encourage young people to ride and participate in all kinds of sport connected with ponies, horses and riding.

### Eligibility

A person is eligible for election to the position of Elected Director only if they:

- (a) are an Individual Member;
- (b) are 18 years of age or over;
- (c) are not disqualified from being a member of the Board under sections 39 and 40 of the Act; and
- (d) meet one of the following criteria:
  - (i) have been an Individual Member for at least five years'; or
  - (ii) have held an executive position at a Member Club, Zone or State level (including but not limited to Sports Committee and the State Coaching Panel).

If not already a member, please talk to your club secretary about how to join.

### The Role

The role of Director for Pony Club Western Australia, whether elected or appointed, is to represent and promote the interests of members and Clubs within Western Australia at local, state and a national level. Each Director is equally responsible for the proper management, corporate governance and compliance of the Association in the best interests of our members and the Association as a whole.

### Salary

Voluntary Position.

### Term of Appointment

In accordance with the Pony Club WA Constitution, an Elected Director must not hold office (without re-election) past the second annual general meeting following the Director's appointment or two years, whichever is longer.

## **Responsibilities**

- Determining, reviewing and maintaining the vision, purpose and values of the organisation.
- Approval of short and long-term strategies.
- Approval of annual budgets.
- Approval of expenditure over pre-specified limits.
- Appointment, performance evaluation and (if the circumstances necessitate) termination of the employment contract of the CEO.
- Risk oversight.
- Providing a check on the integrity of external financial and non-financial reports.
- Any additional monitoring of the activities of the organisation in order to satisfy itself that it is being properly managed.
- Supporting effective engagement with key stakeholders.
- Ensuring the adequacy of internal regulatory and policy compliance systems.
- Adopting appropriate ethical standards, codes of conduct and appropriate behaviours, and assuring that these are adhered to at all times.
- Evaluating the Boards own practice and performance and the contribution of individual directors.

## **Desirable Selection Criteria**

The Board of Pony Club WA are seeking candidates with a range of skills and experience.

Following an assessment of the Association's needs going forward, the current Board believes that members with skills and experience in the following areas would add the most value to the organisation over the coming 2/3 years:

- Fundraising
- Marketing
- Human Resources
- Governance of not for profit organisations.
- Risk Assessment/Risk Management

However, the Board recognises that the Association's members have a diverse range of knowledge, skills and experience that are equally as valuable to the Association as those listed above and therefore welcomes nominations from all interested and eligible members.

## **Nomination Process**

In accordance to rule 15.2 of the Pony Club WA Constitution

(a) Nominations for the position of Elected Director shall be called for 60 days prior to the date of the annual general meeting.

(b) Nominations must be:

- (i) in writing;
- (ii) on the prescribed form (if any) provided for that purpose as determined by the Board;
- (iii) signed by the President and Secretary of a Member Club of which the nominee is a financial and registered member;

(iv) certified by the nominee expressing his or her willingness to accept the position for which he or she is nominated; and

(v) delivered to the Association not less than 30 days before the date fixed for the annual general meeting.

### **Nomination Requirements**

To complete your nomination the following documents need to be completed and submitted prior to the advertised date and time of close of nominations:

- Nomination Form
- Signed Code of Conduct
- Disclosure of Personal Interest Form
- Nominee Statement

Nominations received after the closing date cannot be accepted.

Receipt of a valid nomination will be confirmed in writing to each candidate.

# NOMINATION FORM

## Elected Director Positions - 2019

For the purpose of electing Board Members for Pony Club Western Australia Incorporated and in accordance with the Constitution, we as representatives from a club affiliated with Pony Club WA, hereby nominate the following member for the position of Elected Director:

Name of Nominee:	
Nominating Club:	
Signature of Club President:	
Name:	
Signature of Club Secretary:	
Name:	

### NOMINEE

I am a Member of (club):			
I am currently over the age of 18yrs:	Y		N
Please select a or b			
a.	I have been a member of the Association since:		
b.	I have held the following executive committee position/s:		
	Years that committee position was held:		
I am eligible under Sections 39 & 40 of the Associations Incorporation Act 2015 (WA):	Y		N

I accept this nomination for election to the Board of Pony Club Western Australia Inc.

I am aware of the duties of the Board of Directors and agree to perform those duties and to undertake the responsibilities of a Board member.

I acknowledge that I have submitted the following documents necessary to complete my nomination:

- Nomination Form
- Disclosure of Personal Interest Form
- Signed Board Code of Conduct
- Nominee Statement

Name:			
Signature:		Date:	

**RETURN TO**

**PRIVATE AND CONFIDENTIAL**

Pony Club WA  
303 Cathedral Avenue  
BRIGADOON WA 6069  
Email: [ceo@ponyclubwa.asn.au](mailto:ceo@ponyclubwa.asn.au)

**Nominations Close:** 5pm, Wed 13<sup>th</sup> February 2019

# Pony Club WA Board of Directors

## Code of Conduct

1. A director must act honestly, in good faith and in the best interests of the Association as a whole.
2. A director has a duty to use due care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
3. A director must use powers of office for a proper purpose, in the best interests of the Association as a whole.
4. A director must recognize that the primary responsibility is to the members as a whole but should, where appropriate, have regard for the interests of all stakeholders of the organisation.
5. A director must not make improper use of information acquired as a director.
6. A director must not take improper advantage of the position of director.
7. A director must not allow personal interests or interests of an associated person or group to conflict with the interests of the association.
8. A director has an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the board.
9. Confidential information received by a director in the course of exercising directorial duties remains the property of the association and it is improper to disclose it unless the disclosure has been authorized or is required by law.
10. A director should not engage in conduct which is likely to bring discredit upon the Association.
11. A director has an obligation at all times to comply with the constitution, the Board Charter and all applicable Pony Club WA policies and procedures

### Compliance Undertaking

All nominees must sign the following compliance undertaking:

*Upon being elected or appointed as a Director (as applicable) as a Director of the Board of Pony Club WA, I agree to abide by this Code of Conduct, the Pony Club WA Constitution and any other policies and procedures approved by the Board. I acknowledge that a breach of this undertaking may result in me being removed from the Board of Pony Club WA in accordance with the Constitution.*

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

# Pony Club WA Board of Directors

## Disclosure of Personal Interest Form

I hereby declare the following personal interests which are or could be perceived to be a conflict of interest in the undertaking of my duties as a Pony Club WA Board member:

*Please provide a brief outline of the nature of the conflict. Describe all the relevant information and circumstances that you consider may give rise to a real or apparent conflict of interest (consider the nature of your work, personal or private interests that may directly or indirectly influence and/or benefit you or others, relationships with other parties etc.)*

I agree that as a condition of my nomination to Board;

- I am fully aware of my obligations under the Board Code of Conduct and Conflict of Interest Policy;
- I will take reasonable steps to avoid any conflict of interest in carrying out my duties, and will disclose any potential conflicts of interest if they emerge in the course of my duties;
- I agree to update this disclosure throughout the period during which I serve on the Pony Club WA Board until such time as the conflict ceases to exist; and
- I agree to comply with any conditions or restrictions imposed by the Board to manage, mitigate or eliminate any actual, potential or perceived conflict of interest.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

# Pony Club WA Board of Directors

## Nominee Statement

This written statement should provide the members of Pony Club WA with enough information about yourself to help them understand the skills and expertise you would bring to the Board, and why members should vote for you.

This Statement will be published by Pony Club WA as received and will be used to inform the members of Pony Club WA about you, the candidate, in its Annual General Meeting materials.

Please briefly address any areas of relevant knowledge, skills and expertise that you can bring to the Board of Pony Club WA.

**Knowledge** (could include, but should not be limited to, the following areas: *not for profit, volunteers pony club, club administration, member-based organisations.*)

**Skills** (could include, but should not be limited to, the following areas: *corporate governance, strategic planning, business/commerce, finance, accounting, marketing, communications, sponsorship, fundraising, social media, IT, volunteer management, human resources, risk management.*)

**Experience** (could include, but should not be limited to, the following areas: *Board, committee, professional memberships.*)

Identify your previous board/committee role(s) and outline the key contributions that you made.

What areas do you feel you can make the most significant contribution to Pony Club WA?

What has motivated you to want to be on the Pony Club WA Board?

What would you bring to the Board and what do you see as the major benefits for Pony Club WA should you become a Board member?

What do you want to learn/hope to gain from being on the Board?