

# KEPPEL BAY SAILING CLUB LTD.

## Nomination for Board of Directors



We the undersigned hereby nominate as a Director of Keppel Bay Sailing Club Ltd.;

ACN 615 761 503

<b>Member's Name</b>		<b>Membership Number</b>	
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### Qualification and Restriction on Directorship

- 1 No Director shall be a paid employee of the Club. Payment of an honorarium does not make a Director a paid employee.
- 2 Only persons who are Youth Sailing Members, Senior Sailing Members or Life Members are eligible to be nominated for election as a Director or appointed to fill a Casual Vacancy.

### Eligibility to Nominate as a Director

You must not act as a director of the Club or seek election as a director without court consent if you:

- (a) are an undischarged bankrupt;
- (b) are subject to a personal insolvency agreement or an arrangement;
- (c) have been convicted of various offences such as fraud or offences under company law, such as a breach of your duties as a director or insolvent trading;
- (d) are imprisoned for one of these offences and within 5 years of your release from prison; or
- (e) become bankrupt, enter into a personal insolvency agreement or are convicted of a relevant offence, then you automatically lose that office.

	Member's Name	M/Ship Number	Signature
<b>Nominated by</b>			
<b>Seconded by</b>			

(Only persons who are Youth Sailing Members, Senior Sailing Members or Life Members are eligible to nominate or Second a person for election as a Director.)

Declaration by Nominated person for Board of Directors of Keppel Bay Sailing Club Ltd.

I \_\_\_\_\_ acknowledge that I am eligible for nomination and accept this nomination, and if elected, I will accept the responsibilities, duties and obligations as a member of the Board of Directors of the Keppel Bay Sailing Club Ltd. for a three year period.

Signature

\_\_\_\_\_

Nominations close 30<sup>th</sup> August 2019 at 5pm. Nominations can be lodged at Clubhouse Reception in the Nomination locked box.

# WHAT WILL I DO ON THE BOARD?

## Role

Board of Directors is responsible for providing direction for the company and setting the Strategic Plan for the business of the company. Directors also monitor the company's operations as outlined in the Constitution, By-laws and obligations within all relevant Acts.

## Duties and Responsibilities

Some of the duties and responsibilities for directors include;

### Care and Diligence

This duty requires a director to;

- become familiar with the fundamentals of the business and operations of the company;
- keep informed and make appropriate inquiries about the company's activities;
- generally, guide and monitor the company's activities;
- maintain familiarity with the financial status of the company;
- have a reasonably informed opinion of the company's financial capacity and solvency.

### Good Faith

This duty requires a director to act honestly and to the best of their ability in the interests of the company.

### Not to improperly use position

This duty requires directors to not use their position to gain an advantage for themselves or others.

### Not to improperly use information

This duty requires directors to not use the information they gain in the course of their director duties to gain an advantage for themselves or others.

### Insolvent trading

Directors have a duty to ensure that the company does not trade whilst insolvent or where they suspect it might be insolvent.

### Financial information

Directors should take reasonable steps to ensure that the company complies with its obligations in the Corporations Act 2001 related to the keeping of financial records and financial reporting.

## Time Commitment

- All directors are expected to participate in Corporate Governance sessions. These sessions are organised for all directors after the AGM. Usually require a 1-2 day commitment.
- The Board has a monthly meeting, currently held on the fourth Tuesday of the month at 6pm.
- Perusal and awareness of financial documents, gaming reports, management report and minutes of previous meetings prior to the Board Meeting.
- Perusal and awareness prior to the meeting of any other documents to be tabled or discussed at Board Meetings.
- Additional Board Meetings are called only when needed, usually for a specific decision-making purpose.
- Represent the company in the community and with company's stakeholders.

# KEPPEL BAY SAILING CLUB LTD.

## Nomination for Sailing Committee

We the undersigned hereby nominate as a Committee Member of the Sailing Committee of Keppel Bay Sailing Club Ltd.;

Member's Name		Membership Number	
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### Qualification and Restriction on Committee Member

Associate Members may not be elected or appointed to the Sailing Committee. Only Sailing Members may be elected or appointed to the Sailing Committee.

	Member's Name	M/Ship Number	Signature
Nominated by			
Seconded by			

(Only persons who are Youth Sailing Members, Senior Sailing Members or Life Members are eligible to nominate or Second a person for election to the Sailing Committee.)

### Declaration by Nominated person for Sailing Committee of Keppel Bay Sailing Club Ltd.

I \_\_\_\_\_ accept this nomination and if elected, I will accept the responsibilities, duties and obligations as a member of the Sailing Committee of the Keppel Bay Sailing Club Ltd. for a 2 year period.

Signature

\_\_\_\_\_

**Nominations close 30<sup>th</sup> August 2019 at 5pm. Nominations can be lodged at Clubhouse**

### Office Use Only.

Date Received: \_\_/\_\_/19 Time Received: \_\_: \_\_ am/pm Signature: \_\_\_\_\_ Julie Strudwick  
CEO

Reception in the Nomination locked box.

# WHAT WILL I DO ON THE SAILING COMMITTEE?

## Role

The Sailing Committee is to;

- promote and encourage the sport of sailing on Keppel Bay and elsewhere;
- provide opportunities and resources to conduct and race sailing craft at Keppel Bay and at such other places as may from time to time be decided by the club;
- make and maintain provision to enable its members, guests and other approved persons to participate in sailing;
- improve the sailing abilities of its members and other approved persons by the provision of coaching and training;
- encourage increased and wider participation in the sport of sailing by promoting the club and the sport of amateur sailing.

## Responsibilities

Some of the responsibilities for the Sailing Committee include;

### Sailing Members

Review and propose new Sailing Members to the Board of Directors;

Ensure Sailing Members have access to and are encouraged to benefit from social and entertainment activities offered by the club.

### Sailing Volunteers

Promote volunteering opportunities to Sailing Members to encourage participation.

### Races and Regattas

Develop an annual sailing calendar that meets Sailing Members' expectations and interests;

Conduct club racing and regattas in accordance with the sailing calendar.

### Training and Coaching

Provide input to management in relation to engagement of external coaches and senior training and coaching sailing personnel.

### Sailing Assets Management

Identify and plan for sailing asset replacement, and procurement of additional assets.

### Sailing Budget

In consultation with management, develop a complete Annual Sailing Budget (including capital / staff / operation costs);

Make recommendation to the board regarding Annual Sailing Membership fees for all sailing membership classes including any discounts if applicable.

### Sailing Policies and Procedures

Ensure all sailing related policies and procedures, are up-to-date, relevant, and communicated to Members.

### Sailing Members Representation

Ensure the views, ideas, concerns or suggestions of Sailing Members are taken into consideration when making decisions.

## Time Commitment

The Sailing Committee has a monthly meeting, currently held on the second Tuesday of the month at 5:30pm.

## Nominations for Keppel Bay Sailing Club Ltd. Board of Directors and Sailing Committee

**Nominations are hereby called for the Board of Directors of Keppel Bay Sailing Club Ltd.**

**Nominations Open:** Tuesday 6<sup>th</sup> August 2019  
**Nominations Close:** 5pm, Friday 30<sup>th</sup> August 2019

**Positions Vacant:** 4 vacant positions for Directors.  
- 3 Year Term

**Nominations are hereby called for the Sailing Committee of the Keppel Bay Sailing Club Ltd.**

**Nominations Open:** Tuesday 6<sup>th</sup> August 2019  
**Nominations Close:** 5pm, Friday 30<sup>th</sup> August 2019

**Positions Vacant:** 3 Vacant positions for Committee Members  
- 2 year term

Nomination forms are available from Clubhouse Anzac Parade or from the Website. Nomination Forms must be placed in the Nomination Box at the Reception of Keppel Bay Sailing Club Ltd. Clubhouse, Anzac Parade, Yeppoon.