

SWIMMING WA ELECTED DIRECTOR INFORMATION PACK

SWA BOARD MEMBER POSITIONS TO BE ELECTED

SWA Board One (1) Elected Director of the Board (three (3) year term)
 One (1) Elected Director of the Board (three (3) year term)

The following Elected Director's terms expire at this year's AGM;

- Dorothy Harris, SWA Elected Director
- Robert Brauer, SWA Casual Director

One candidate has expressed their interest in re-nominating for a further term.

In relation to the nomination process, in accordance with clause 23.2(i) of the SWA Constitution (11 May 2019), all registered Financial Members of Member Associations are eligible to be nominated. As such, it is requested that this notice be disseminated amongst the Member Association's eligible Members as soon as possible.

CALL FOR NOMINATIONS - ELECTED BOARD MEMBERS

The Western Australian Swimming Association (SWA) is seeking nominations from interested and suitably qualified individuals to fill two (2) Elected positions that will become available at the Annual General Meeting (AGM) scheduled to be held on Saturday 8 October 2022.

To ensure that the Board has the right balance of skills to effectively lead the organisation into the future, SWA is seeking nominations from individuals with a range of qualifications, skills and experience, as outlined in the attached position description. It is also desirable for the Board to encompass diversity in aspects from gender, age, background and perspectives.

SWA is committed to gender diversity within all levels of the sport in Western Australia, including a balanced representation of gender within its leadership.

Females interested in a unique opportunity to contribute at a strategic level are strongly encouraged to nominate for the vacant Board positions.

HOW TO NOMINATE:

Nominations for the position of Elected Board Member need to be:

- 1) In writing on the attached nomination form;
- 2) Signed by two (2) current individual members of the Association;
- 3) Signed by the nominee certifying their willingness to accept the nomination, and

4) Delivered in person or electronically to the Chief Executive Officer of SWA at the below address, before 12:00 noon **Friday 9th September 2022**.

By email to:

Chief Executive Officer

Sophie.row@wa.swimming.org.au

Or in person at:

Swimming WA, Level 1, Sports HQ

203 Underwood Avenue Floreat, WA 6014

During Office Hours: 9:00am to 4:30pm Monday to Friday

For more information, please contact Sophie Row, Chief Executive Officer on 08 9328 4599 or

Sophie.row@wa.swimming.org.au

QUALIFICATIONS AND/OR EXPERIENCE SOUGHT

The SWA Board, in consultation with the SWA Nominations Committee has reviewed the needs of the Board in relation to ensuring appropriate diversity of skills, background and experience and is calling for nominations from candidates who may address the following criteria:

- Female gender
- Candidates from diverse backgrounds, for example CaLD or Aboriginal and Torres Strait Islanders
- Knowledge and experience of cultural and reputational management; or
- Knowledge and experience of investment management; or
- Knowledge and experience of financial processes and controls; or
- Knowledge and experience of commercial strategy; or
- Knowledge and experience of Government relations and/or advocacy; or
- Knowledge and experience of media relations; or
- Knowledge and experience of human resource management and/or Industrial Relations; or
- Knowledge and experience of Public Affairs
- Regional representation

PURPOSE OF THE POSITION

The Western Australian Swimming Association (**SWA**) is in search of experienced candidates for positions as elected Board members, with skills that align with the Strategic direction of the organisation and complement the skill set of the current Board.

Board members contribute to the overall governance activities of the Board, including providing input on the matters of corporate strategy, policy formulation and implementation, Chief Executive Officer performance, as well as oversight of the financial performance, risk management and compliance. The Board plays an important role in the continued progression, improvement, and growth of the sport in WA.

ABOUT SWIMMING WA

As the State governing body for the sport, SWA has a clear vision – to ensure swimming is an essential part of the Western Australian way of life. While we are proud of our standing as Australia’s most successful Olympic sport, we have a bold strategic plan to ensure future success.

Swimming has always held a special place in the lives of Australians. Our outdoors lifestyle dictates the ability to swim and enjoy the water is an essential part of life, but equally, the opportunity for all Aussies to be involved in a safe, inclusive sport, enjoying all the benefits that participation brings, is also critical to the health and wellbeing of our country.

With 4.5 million Australians who swim regularly, swimming is Australia’s largest participation sport. The Swimming WA network encompasses over 80 clubs and 11,000 plus registered members. Our Members include swimmers, coaches, officials, administrators, volunteers and parents of swimmers.

ACCOUNTABILITIES

As a SWA Board member, you will be expected to participate as a member of the Board in:

- Ensuring effective governance of the Association;
- Formulation of the organisation’s Strategic direction;
- Reviewing, approving and monitoring the Strategic Plan and yearly Budget;
- Monitoring and assessing performance of the Association;
- Development of Board policies;
- Ensuring compliance with the legal requirements;
- Monitoring of risks facing the organisation;
- Monitoring the performance of the Chief Executive Officer;
- Involvement with Board Committees;
- Identifying skills required by the Board and considering potential candidates;
- Attending all Board meetings called during the year unless prevented by exceptional circumstance;
- Attending the Annual General Meeting and other Special General Meetings as may be necessary.

SWA BOARD MEMBERS CODE OF CONDUCT

As a Member of the SWA Board, a SWA Board Member is expected to comply with the Code of Conduct meet the following standards of Conduct:

- a) The Member should act honestly, in good faith and in the best interests of the Association as a whole;
- b) The Member should have a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office;
- c) The Member should use the powers of office for a proper purpose, in the best interest of the Association as a whole;
- d) The member should recognise that the primary responsibility is to the Association as a whole but may, where appropriate, have regard for the interests of all Stakeholders of the Association;
- e) The Member should not make improper use of information acquired as a Board or Committee Member;
- f) The Member should not take improper advantage of the position of a Board or Committee Member;
- g) The Member should properly manage any Conflict with the Interests of the Association;
- h) The Member has an obligation to be independent in judgment and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Chief Executive Officer;
- i) Confidential information received by the Member in the course of the exercise of directorial duties remains the property of the Association from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Association, or the person from whom the information is provided, or is required by law;
- j) The Member shall not engage in conduct likely to discredit upon the Association; and
- k) The SWA Board Member has an obligation, at all times, to comply with the spirit, as well as the letter, of the law and with the principles of this Code.
- l) The Member shall make decisions and engage in conduct that aligns with the SWA Values.

SWA BOARD MEMBERS CODE OF ETHICS

To maintain Association Membership confidence in the integrity of the SWA Board Members, it is essential that members of the Board are seen to exhibit the highest ethical standards in carrying out their duties. SWA Board Members must pursue, and must be seen to pursue, the best interest of the Association and its Members. Board Members must perform their duties impartially, with professionalism, objectivity and integrity.

As the SWA Board must work together as a collective, Board Members will establish a set of standards for Board Meetings. At the Association, it is expected that Board Members shall, in good faith, behave in a manner that is consistent

with generally accepted procedures for the conduct of meetings at all meetings of the Board.

Within the Board deliberations and processes, a Director should meet these standards:

- a) General:
 - i. Shall at all times act in the best interests of SWA as a whole;
 - ii. Shall act honestly and in good faith at all times in the interest of SWA and its Members, ensuring that all Members, particularly those who are recipients of services, are treated fairly according to their rights;
 - iii. Shall carry out their duties in a lawful manner and ensure that SWA carries out its business in accordance with the law and its own Constitution;
 - iv. Shall establish SWA's purpose and key values by which SWA should work;
 - v. Shall not do anything that in any way denigrates SWA or harms its public image;
 - vi. Annually review the SWA Board's and individual's performance;
 - vii. Provide developmental activities for Directors to ensure the SWA Board receives current best practice methodology.
- b) Meeting
 - i. Shall avoid Conflicts of Interests. Where such Conflicts do arise, the SWA Board Director must act within the terms of the Board's Policy on the matter;
 - ii. Shall be diligent, attend SWA Board meetings and devote sufficient time to preparation for Board meetings to allow for full and appropriate participation in the Board's decision making;
 - iii. Shall interact with the SWA Board of Directors and Swimming WA in a positive and constructive manner;
 - iv. Shall be loyal and supportive to the SWA Board, abiding by Board decisions once reached;
 - v. Shall periodically to monitor the performance of the CEO and SWA as a whole. To do this the SWA Board will ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilised to provide accurate and timely information to the Board;
 - vi. Shall ensure that the independent views of Directors are given due consideration.
- c) Finance:
 - i. Shall act in accordance with their fiduciary duties, complying with the spirit as well as the letter of the law;
 - ii. Shall ensure that SWA Members are provided with an accurate and balanced view of SWA's performance including both financial and service provision;
 - iii. Shall make clear the requirements for reporting, both formal and informal by the CEO and SWA Board of Directors;
 - iv. Shall ensure that SWA assets are protected via a suitable Risk Management Strategy.
- d) Confidentiality
 - i. Shall observe the confidentiality of non-public information acquired by them in their role as a SWA Board Director;
 - ii. Shall ensure that the SWA President, the CEO, or their nominees are the only people to speak to the

media on behalf of SWA.

- e) Relationship with CEO
- i. Clearly delineate the role and responsibilities of the SWA Board and the CEO;
 - ii. Shall provide clear key results that are to be achieved by the SWA CEO with appropriate reporting processes and within agreed timeframes;
 - iii. Shall use Key Results Areas as the basis for the evaluation of the SWA CEO's performance, and will apply a strict discipline of measuring performance against these objective criteria only;
 - iv. Shall set, ahead of a performance appraisal, the basic values and expectations on which the judgement of effectiveness will be based;
 - v. Shall support the SWA CEO in the Management of the sport by only communicating with Staff either through him/her or with his/her endorsement.

CONDITIONS

- Nominees must be over 18 years of age;
- Nominees for Elected positions on the Board must declare any position they hold in an Affiliated Club, including as an office bearer, director or a paid appointee;
- Nominees must complete the Board Nominations Form provided by SWA and submit to the Chief Executive Officer by the advertised closing date;
- Elected Board Members must declare their interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise and will absent themselves from discussions of that matter and will not be entitled to vote in respect of that matter;
- All Elected Board Members hold office pursuant to the current Constitution;
- All nomination forms must be signed by two (2) members of the Association;
- In compliance with current legislation, all candidates elected to the Board will be asked to provide a Working with Children check (WWC). If exempt from the WWC check, candidates may be required to apply for a National Police Clearance for Volunteers. Your nomination to the Board indicates acceptance of this condition;
- Ability to attend monthly Board meetings on the last Thursday of each month commencing at 5.30pm at the SWA Head Office.

NOMINATION FORM – ELECTED BOARD MEMBER

Name of Nominee	
Address	
Contact Number	
Email Address	

SWA Membership	YES		NO	
----------------	-----	--	----	--

MEMBERS SIGNATURES

All nominations must be signed by two (2) individual members of the Association:

Member to Sign		Member to Sign	
Name		Name	
Signature		Signature	
SWA Member No.		SWA Member No.	

Nominations must be received prior to **12:00 noon Friday, 9th September 2022.**

By email to:

Chief Executive Officer

Sophie.row@wa.swimming.org.au

NOMINEES INFORMATION

Please attach your current CV to the Nomination Form.

In a total of 500 words or less, please summarise your skills, experience and qualifications on how you meet the required skill sets.

In 100 words or less, please summarise any other skill sets, experience and qualifications that contribute to the role on the SWA Board.

PERSONAL STATEMENT: In 100 words or less, please provide details of why you are applying for this role on the SWA Board, what has prompted you to nominate for the Board and what you feel you can contribute.

NOMINEE AGREEMENT AND CONSENT

I, _____ (the nominee) by signing the below, confirm that I am willing to accept this nomination and I have read, understood and accept the conditions as detailed in this nomination form.

Signed	
Print Name	
Date	

Nominations must be received prior to 12:00 noon **Friday, 9th September 2022.**

By email to:
 Chief Executive Officer
Sophie.row@wa.swimming.org.au