

\*Please complete and submit this form to the GMBR Secretary at [bowlsgoulburnmurray@outlook.com](mailto:bowlsgoulburnmurray@outlook.com)



Applications close Tuesday 22<sup>nd</sup> April 2025

## Proposer and Seconder Details:

	1. Proposer	2. Seconder
Full Name		
Address		
Signature		

We, the nominators specified above, being eligible members of the Goulburn Murray Bowls Region (hereinafter called "GMBR") hereby nominate the following to be a member elected director of GMBA pursuant to clause 15.1 of the Constitution which nomination, if accepted, shall be voted on at the next AGM of the GMBA.

## Nominee's Details:

<b>Nominee</b>	Surname	Given Names
	Postal Address*	
	Residential Address*	
	Contact Number	Email

\* Denotes information supplied for internal purposes which will not be published, unless requested by the candidate

### ACCEPTANCE OF NOMINATION

I, \_\_\_\_\_, do hereby accept the nomination by the Directors who have signed this form, and declare that I am eligible for appointment to the Board of Directors of Goulburn Murray Bowls Region.

\_\_\_\_\_  
Nominee's Signature

\_\_\_\_\_  
Dated

### PERSONAL INFORMATION PRIVACY

Goulburn Murray Bowls Region abides by the National Privacy Principles within the Privacy Act 1988 (as amended). The personal information collected on this form will be used exclusively for the purpose of validating the eligibility of the nominee for the election as a Director under Goulburn Murray Bowls Region's Constitution, and to establish the nominee's experience and suitability to be a director. Details will be retained by Goulburn Murray Bowls Region for official record keeping and in relation to the conduct of the election. Selected personal details provided by the nominee may be used in the production of election material and be published and issued to all Goulburn Murray Bowls Region members eligible to vote.

## POSITION DESCRIPTION BOARD DIRECTOR

The role of a general Board Director is to provide support to the President, Secretary, and other Board Directors to ensure the Region sets and meets its goals and objectives, is administered according to the Region Constitution, and completes all legal and compliance obligations.

### Responsibilities

The general responsibilities of Board Director are wide and varied and may include, but certainly not limited to the following responsibilities.

### Knowledge

To successfully undertake the role of a Board Director they should:

- Be well informed of all Region activities.
- Have a good working knowledge of the Region Constitution and Regulations, policies, and procedures as well as the duties of all office holders.
- Have an understanding of the legal and compliance obligations of running the Region.

### Governance

Board Directors generally contribute to the development, definition and delivery of the following Region activities and responsibilities:

- Culture and behaviors.
- Goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Identification and formulation of budgets and cash flow projections for the upcoming year.
- Ensure compliance and legislative obligations are met.
- Ensure the health and safety of all participants.
- Ensure all complaints and disputes are immediately investigated and responded to according to Region policies and procedures.
- Volunteers are trained and supported throughout the year to undertake their roles successfully.
- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the President of Region Board.
- Undertake Region portfolios specified by the President or Region Board.

### Participating in Meetings

Attending and actively participating and contributing to Board meetings is a core function of a Board Directors.

### Essential Skills and Requirements

- Dedicated Region person.
- Ability to provide calculated opinion in group discussions at Board meeting.
- Outgoing personality.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer “working with children” check (if required).

Board Directors are required to:

- Act in the best interest of the Region at all times.
- Attend all Board meetings.
- Undertake the role in good faith and honesty.

If at any stage the Board Director becomes aware of a personal conflict of interests, real or perceived between themselves and the Region, they should immediately notify the Region President of the conflict who will immediately inform all other Board Directors.

### End of Term Hand Over

#### Updating key documents

At the end of each term, a key activity of the Board Director will be to review and revise their Position Descriptions to ensure it continues to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Region Secretary prior to the Annual General Meeting each year.

#### Induction of Incoming Board Directors

An important responsibility of the outgoing Board Director is to train, mentor and support the incoming Board Directors.