

Information Pack

Nomination for the Board of Directors

Finance Director Role

West Adelaide Football and

Footballers Club Inc

2024

This pack is provided for information purposes only, and should be read,

where applicable, in conjunction with the Constitutions of both the

West Adelaide Football Club and West Adelaide Footballers Club respectively.

These can be downloaded from [www.westadelaidefc.com.au](http://www.westadelaidefc.com.au)

Persons wishing to nominate for the Board must do so on the forms

contained, within the time frames and in the manner prescribed within.

**All forms and supporting documentation must be lodged with the Returning Officer by 5pm Wednesday 20th November 2024**

**Information to be Considered Prior to Nomination**

It is important that the information detailed below is considered and understood prior to any Nomination being lodged.

**Finance Directors Role**

In accordance with the Constitution, there is a Finance Director role vacancy for a three year tenure.

There is a requirement that the Finance Director holds relevant tertiary qualifications (current certification) and significant experience in finance, financial management, planning and advice. Though all Directors hold an obligation to understand and apply financial risk management procedures, the Finance Director holds the responsibility for advising the Board on future financial positions and outcomes.

The successful applicant must also be a 2025 West Adelaide Football Club Member.

Prospective nominees should note that in addition to their Board general duties the Finance Director is responsible for chairing the Finance Committee, and sits on the Gaming sub-committee.

**Duties and Responsibilities of Directors**

The West Adelaide Football and Footballers Club are incorporated associations registered under the *Associations Incorporation Act 1985*. As such, and is the case with any other company, a range of duties and responsibilities fall upon any person who fills the role of Director.

The Duties of a Director can be summarised very broadly as follows:

* act bona fide in the interest of the organisation (act in good faith)
* exercise care, skill and diligence
* exercise the powers for the purpose for which they were conferred
* retain their discretionary powers
* avoid conflicts of interest
* prevent insolvent trading

In addition, Directors have a range of responsibilities in relation to their role which can include (but not necessarily limited to):

* financial management responsibilities
* legal and compliance responsibilities
* welfare and health responsibilities

Applicants should seek their own advice in relation to these matters prior to lodging their nomination.

**Statutory Issues**

The West Adelaide Footballers Club is bound by the *Liquor Licensing Act 1997* and the *Gaming Machines Act 1992*.

As such, a further range of statutory elements will fall upon any person who is a Director. These are that Directors need to satisfy the licensing authority that they are fit and proper persons to be in a position of authority under both licences.

As such, Directors will be required to complete a *Personal Information Declaration* form and may be asked to submit to fingerprint identification. Further, the results of a police check and credit worthiness will be taken into consideration by the Commission.

Should the elected candidate fail in their application, or refuse to seek approval, they are not permitted to take up their position as a Director of the West Adelaide Football and Footballers Club.

Potential nominees with queries about these requirements should seek their own advice from the Office of the Liquor and Gambling Commissioner prior to lodging their nomination.

**Code of Conduct**

All Directors must adhere to the West Adelaide Football and Footballers Club Code of Conduct of Conduct Policy and the behavioural standards as outlined in the WAFC Board Charter.

**Confidentiality Agreement**

Given the scope of duties and information available to Directors, there is a legal requirement to sign a legally prepared Confidentiality Agreement as part of their role.

**Tenure**

The Finance Director will be appointed for a three year term.

**The Nomination Process**

All persons wishing to nominate for election as a Director must complete the forms on the following pages and submit their nomination to the Returning Officer (in person at: 57 Milner Rd, Richmond or via email at: [reception@westadelaidefc.com.au](mailto:reception@westadelaidefc.com.au) )

Nominations close strictly at **5pm on Wednesday 20th November 2024**.

Nominations shall be collated by the Returning Officer and submitted to the Nominations Committee who shall contact nominees for interviews. Final recommendations to the Board shall occur no later than Friday 06 December 2024 with successful applicants notified no later than Friday 20 December 2024.

The successful applicant will be presented to the WAFC Membership for final ratification at the 2024 AGM, on Wednesday 12 February 2025. (Applicants must be available to attend this event)

Note: It is highly desirable that, in provision of your 500 word profile that you outline how your skills, qualifications and experience can be applied to assist the Clubs in moving forward.

**Board of Directors Nomination Form**

We, the undersigned, being members of the West Adelaide Football & Footballers’ Clubs, do hereby propose and second the nomination of;

Mr/Mrs/Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Surname in block letters) (Christian Names, in full & block letters)

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the position of Director.

1. Proposer

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Seconder

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Membership number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above-named candidate does hereby consent to the nomination as described;

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Under Item 20.3 of the WAFC Constitution the following information must be included with any nomination to the Board of Directors of the West Adelaide Football and Footballers’ Club’s (the Club).

1. Has the nominated candidate previously held office with the Club?

(Please circle one) Yes No

If yes, please provide full details and dates:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Has the nominated candidate previously played football for the Club?

(Please circle one) Yes No

If yes, please provide full details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Does the nominated candidate have any previous administrative experience with any other football club or sporting body?

(Please circle one) Yes No

If yes, please provide full details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Does the nominated candidate currently hold the relevant qualifications to work with children within South Australia?

(Please circle one) Yes No

If yes, please provide details:

Working with children check (WWCC)

Exp:\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_

Responding to risks of harm, abuse and neglect (R-RHAN)

Exp:\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, are there are reasons why such qualifications can not be gained by this individual?

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1. In no more than five hundred (500) words the nominated candidate must provide a profile of themself for consideration by the Nominations Committee.

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