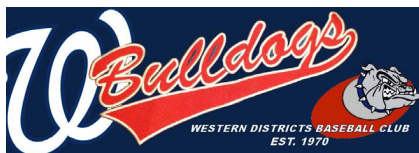


COMMITTEE APPLICATION FORM



POSITION OVERVIEW:

SKILLS

SKILLS REQUIREMENTS/RELEVANT EXPERIENCE:

1. Experience and/or proven ability to fill a leadership role in a not-for-profit, volunteer-based organisation, including a good understanding of financial statements, administration needs and the ability to speak in public.
2. Knowledge of modern governance practices (including risk management).
3. Knowledge of the legal requirements of the organisation and current issues.
4. High standard of oral communication, interpersonal and effective people management skills.
5. Good listening skills and project management skills.

OBJECTIVES OF THE CHAIRPERSON:

| |
|---|
| <ul style="list-style-type: none">• Motivate the executive committee/board to maintain a positive, modern, forward-thinking approach to the growth and development of the organisation, through the implementation of modern governance, a modern constitution and updated policies and procedures. |
| <ul style="list-style-type: none">• As the leader, represent the organisation in a professional, positive and appropriate manner in accordance with each situation. |
| <ul style="list-style-type: none">• As the leader of the executive committee/board, ensure a high standard of volunteer management practices are maintained. |
| <ul style="list-style-type: none">• Ensure the organisation is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the organisation's policies and procedures. |
| <ul style="list-style-type: none">• Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgment. |

KEY OBJECTIVE

| |
|--|
| <p>To lead the volunteers (and paid staff) positively through the ongoing growth and development of the organisation on behalf of and for the benefit of existing members and potential members from the community.</p> |
|--|

TYPICAL DUTIES OF THE CHAIRPERSON

- Manage Committee and/or Executive Meetings.
- Manage the Annual General Meeting.
- Represent the organisation where required.
- Act as a facilitator for organisation activities.
- Be a supportive leader for all organisation members.
- Be well informed of all organisation activities.
- Be aware of the future directions and plans of members.
- Ensure that planning and budgeting are carried out in accordance with member's wishes.
- Maintain a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.

COMMITTEE APPLICATION FORM

INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS

- Chair General Meetings of the Association.
- Chair meetings of the Management Committee.
- Work with the Committee and staff to provide leadership to the Association.
- Represent the organisation on delegations, at meetings with important external bodies, at important functions and in the media.
- Regularly meet with the staff, based on the principles of mutual support and “no surprises”.
- Coordinate the performance planning and assessment process for the staff.
- Manage the implementation and delivery of all policy and procedural needs of the organisation.
- Other duties shared by all committee members.
- Ensure the responsibilities of Association and committee members under the Associations Incorporation Act are discharged:
 - to ensure that the Association maintains a registered office where a document can be served personally (thus it cannot be a post office box) (section 17);
 - to ensure that the Association complies with its rules about calling and holding General Meetings of members (section 57);
 - to prepare financial statements within 6 months of the close of the financial year or more frequently if the rules of the Association so provide (section 59);
 - to arrange for the financial statements to be audited and to be audited by a qualified or approved auditor (section 59);
 - to comply with directions of the Department regarding publication of the annual financial statements (section 59);
 - not to leave the position of Secretary vacant for more than one month (section 65);
 - to ensure that the Secretary resides in Queensland or no more than 65 kilometres from its border (section 66);
 - to notify any change in Secretary within 1 month (section 68);
 - to ensure that the Association holds public liability insurance (section 70);
 - to ensure compliance with the additional accounting requirements under regulation 12 and schedule 5; and
 - to take all reasonable steps to ensure the incorporated Association complies with the Regulation (regulation 15).
- Prepare for Committee meetings and appropriately participate in meetings.
- Undertake any assignments given by the Management Committee or to them on an individual or group basis.
- Maintain current knowledge about the work of the Association.
- Maintain current knowledge about the environment in which the Association works and key issues.
- Attending Association functions.

COMMITTEE APPLICATION FORM

Organisation Name:
**WESTERN DISTRICTS
BASEBALL CLUB
NINCORPORATED**

| | |
|------------------|----------------|
| | DATE/YR |
| PRESIDENT | 2017/18 |

CURRENT POSITIONS AVAILABLE

1. **PRESIDENT**
2. **SECRETARY**
3. **TREASURER**
4. **CLUB OPERATIONS**
5. **BASEBALL OPERATIONS**

APPLICANT'S LEGAL OBLIGATIONS

Note: Any critical omissions within this section by an applicant will be deemed by the organisation to be an act of deceit and fraud against 'The Association'. Therefore

1) If you have been

- (a) **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, you are an undischarged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition
- (b) your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

Your application cannot be legally accepted by the Association

If you have not have been convicted then you may continue completing this application

PROCESS

ELECTRONIC APPLICATIONS ONLY:- (hand written applications will NOT be accepted)

Applications close :- **THURSDAY 15 JUNE 2017 at 5.00pm**

Form to be completed **electronically** and forwarded to the Secretary,
secretary.westsbaseball@gmail.com via email.

| | | |
|-----------------------------|--------------|-----------|
| Applicant's Name | _____ | |
| Applicant's Contact Details | Ph: _____ | Mb: _____ |
| | Email: _____ | |

APPLICANT'S SUPPORT

| | | |
|-------|------|-------|
| MOVED | Name | email |
|-------|------|-------|

| | | |
|----------|------|-------|
| SECONDED | Name | email |
|----------|------|-------|

COMMITTEE APPLICATION FORM

Date application completed and sent

THE POSITION

APPLICANT'S
NAME

MOTIVATIONS

What currently motivates you to apply for this position?

Your Task is to provide members with samples of your **SKILLS AND ABILITY TO FILL THE POSITION**
samples can be from either a paid or other voluntary work or experiences.

QUALITY MANAGEMENT

Your skills and experience in financial management, accountability and process

LEADERSHIP SKILLS

1) Your skills and/or experience in people management, leadership or to motivate and bring together people

2) Your skills and/or experience in managing difficult situations and/or people

CLUB DEVELOPMENT

Your skills and/or experience in relation to managing a sporting club

COMMITTEE APPLICATION FORM

WHAT YOU HAVE BEST TO OFFER

In relation to the future development of the club