



To lead the sustainable growth of polocrosse in Australia

NOTICE TO MEMBER STATES CALL FOR NOTICES OF MOTIONS AND NOMINATIONS FOR ELECTED DIRECTORS

Polocrosse Australia Limited

ACN 657 299 664

To: Polocrosse Australia Member States

From: Kate Grills – Polocrosse Australia National Executive Officer

CC: Michael Templeton – Polocrosse Australia Chair (President), Polocrosse Australia Board of Directors & Treasurer, Member State Presidents, Member State Executives Officers, and Polocrosse Australia Life Members

Date: Monday 5 February 2024

Re: **Call for Notice of Motions and Nominations for Elected Directors – 2024 Polocrosse Australia Annual General Meeting**

The Directors of Polocrosse Australia Limited (**Polocrosse Australia**) are proposing to hold the 2024 Annual General Meeting (**AGM**) as follows:

Date: Saturday 23 March 2024
Time: 10.00am AEDT (*To be confirmed*)
Place: Best Western Airport Motel & Convention Centre
33 Ardlie St, Attwood, VIC 3049

1. CALL FOR NOTICES OF MOTIONS

In accordance with [Polocrosse Australia Constitution dated 17 February 2022](#), Voting Members are requested to provide notices of motions for the 2024 Polocrosse Australia AGM.

Notice of Motions Process

Notices of motions must be submitted in writing using the 2024 Polocrosse Australia Notice of Motions Form set out in **Appendix A** of this Call for Notice of Motions and Nominations for Elected Directors and must be signed by the proposers, who must be a Voting Members of Polocrosse Australia.

Notices of motions must be received by the National Executive Officer (**NEO**), **by 5:00pm (AEDT) Thursday 22 February 2024**, being no less than 28 days prior to the Annual General Meeting to be held on Saturday 23 March 2024. Further details of submissions process are set out in section 3 below.

2. CALL FOR NOMINATION FOR ELECTED DIRECTOR

In accordance with the [Polocrosse Australia Constitution dated 17 February 2022](#), Voting Members are requested to provide nominations for Elected Directors of Polocrosse Australia to be voted on at the 2024 Polocrosse Australia AGM. These positions will take effect from the conclusion of the AGM on **Saturday 23 March 2024**.

Details on:

- the available Elected Director Positions;
- the eligibility requirements;
- Director Duties & Sports Governance Training; and
- the nomination and submission process,

are set out below.

Available Elected Director Positions

Two Elected Director positions are available to be voted on at the 2024 Polocrosse Australia AGM.

The terms of appointment of the following current Elected Directors are due to expire at the end of the 2024 Polocrosse Australia AGM:

1. Charlie Brook; and
2. Sandra Weston.

The individuals elected to fill these positions will generally serve a term of two years (see clause 14.5(a) of the Constitution).

Eligible Candidates

Nominations for the Elected Director positions are requested from Voting Members for individuals who, if elected as a Director to the Board of Polocrosse Australia must:

1. be a member of a financial member;
2. be at least 18 years of age;
3. hold a director identification number (director ID) obtained through [Australian Business Registry Services](#).
4. not be a direct employee of Polocrosse Australia, the IPC, a Member State, or an Affiliate Member;
5. not be a Director of the Company who has served more than ten consecutive years as a Director, including where one or more of the years is as an Appointed Director (clause 14.8);
6. not have been the NEO of the Company within the previous three years; and
7. when nominating, declare any position the nominee holds in a Member State, including as office bearer, director, Representative or paid appointee.

Note: Items 4, 5 & 6 above are each a disqualifying position under clause 14.3(a) of the Constitution. If a person elected as a Director holds a disqualifying position and/ or holds any position in the

Member State listed in item 7 at the time they are elected, they must resign from that position within 2 months (clause 14.3(c) and 14.4(b)).

Director Duties & Sports Governance Training

The Directors of Polocrosse Australia are responsible for overseeing the affairs of the organisation. If elected, you must be in a position to guide, monitor and stay up to date on the management of the organisation.

It is important to understand that as part of this, Polocrosse Australia Directors have legal duties, including those applicable to companies limited by guarantee under the *Corporations Act 2001* (Cth). These include, but are not limited to:

- Care and diligence – exercise their powers and discharge their duties with the care and diligence that a reasonable person would have if they were a director of a company in the company’s circumstances and occupied the office held by, and had the same responsibilities as, the director.
- Good faith – exercise their powers and discharge their duties in good faith in the best interests of the company and for a proper purpose.
- Improper use of position – not to improperly use their position to gain an advantage for themselves or someone else, or to cause detriment to the company.
- Improper use of information – not to improperly use information obtained through your position to gain an advantage for themselves or someone else, or to cause detriment to the company.
- Disclosure – material personal interests must be disclosed in a wide range of circumstances.
- Insolvency – prevent insolvent trading by the company.

In recognising the important leadership role Directors hold and that their decisions can have a key impact on the organisation, Elected Director nominees are expected to have foundational knowledge in sports governance, which includes having an understanding of legal duties, responsibilities and what is required overall to make an effective contribution to the Board of Polocrosse Australia.

It is preferred that all nominees have completed the Sport Australia’s online [Director Education Course – “The Start Line”](#). If a nominee has not completed the course and is successful in being elected to the Board of Polocrosse Australia, they must complete the course within 2 months of being elected.

Nomination Process

Nominations must be submitted in writing using the 2024 Elected Director of Polocrosse Australia Nomination Form (Nomination Form) set out in Appendix B of this Call for Notice of Motions and Nominations for Directors and must be signed by the nominee and the proposing Member State or Member State Representative of the nominee (who must be a Voting Members of Polocrosse Australia).

All completed nomination forms must be accompanied by details of the nominee's relevant experience and an election statement not exceeding 750 words. In addition, nominees are required to attend the Polocrosse Australia forum on the evening of Monday 4 March where nominees will present themselves to the voting members.

Although not mandatory unless elected, it is preferred at this stage, that nominees also submit a copy of the certificate of completion for the Sport Australia's online [Director Education Course – "The Start Line"](#) and an appropriate quality headshot photograph (preferably in JPEG format) for use.

Nominees for elected director positions **must provide written consent** to become a director prior to their election in accordance with the Corporations Act (clause 14.4(f)). As such, they **must complete, sign and submit the written Consent to Act as a Director and Disclosure Form** that forms part of the nomination form. This form is reproduced in appendix C of this Notice to Member States Call for Notice of Motions and Nominations for Elected Directors.

3. NOTICE OF MOTIONS AND NOMINATION OF ELECTED DIRECTORS SUBMISSIONS PROCESS

All Notice of Motions and Nominations for the positions of Elected Director must be lodged with Polocrosse Australia's National Executive Officer (Kate Grills) **by 5:00pm (AEDT) on Thursday 22 February 2024** by one of the following delivery methods:

- **By Email (preferred):** addressed to Polocrosse Australia National Executive Officer - Kate Grills at neo@polocrosse.org.au
- **Post:** addressed to Polocrosse Australia National Executive Officer – Attention: Kate Grills, c/- Unit 3, 28 Park Avenue, Mosman, NSW, 2088.

Note: It is the responsibility of senders to ensure that their nomination reaches the National Executive Officer before the deadline for nominations. You may call 0455 440 062 to check.

National Executive Officer
Polocrosse Australia Limited

For further information relating to this Call for Notice of Motions and Nominations for Directors, please contact the National Executive Officer Polocrosse Australia on 0455 440 062 or neo@polocrosse.org.au.

Definitions

Elected Director means a Director elected under clause 14 of the Constitution, including when applicable, the Chair.

Member State means a State Association admitted as a Member to the Company under clause 5.3 of the Constitution.

Voting Member means, in relation to a General Meeting, those Member States present and entitled to vote in accordance with clause 5.1 the Constitution.