

# Call for Nominations

## 2020 Election for Positions on the Executive Committee

Kalamunda & Districts Junior Football Club  
ABN 63 103 028 090  
Closing date: 26<sup>th</sup> October 2020



### Background

#### i) Call for Nominations

This is notification to all Members of Kalamunda & Districts Junior Football Club (Club) of a call for nominations for the office of five (5) vacant positions on the Kalamunda & Districts Junior Football Club Executive Committee (Committee), in accordance with clause 15 of the Kalamunda & Districts Junior Football Club Constitution.

#### ii) Composition of the Committee and Terms of Office

In accordance with clause 15 of the Constitution, Kalamunda & Districts Junior Football Club will be conducted by the Committee, which will be constituted as follows:

- President (*Vacant*);
- Vice President (*Vacant*);
- Secretary (*Vacant*);
- Treasurer (*Vacant*);
- Registrar (*Vacant*)

To be eligible to be on the committee, a member must:

- Be a natural person
- Cannot be an undischarged bankrupt
- Cannot have criminal convictions
- Be a current financial member

Terms of Office: The term of office of all Committee Members begin when the member is elected at an annual general meeting or is appointed under rule 16.2 of the constitution and ends at the conclusion of the next annual general meeting.

### Attributes and Competencies of Committee Members

To be an effective Committee Member of Kalamunda & Districts Junior Football Club a nominee should possess the following attributes and competencies as per the Associations Act:

- Possess expertise in areas necessary to assist the Committee and the Club and to participate in making decisions that affect the whole or part of the Clubs operations.
- Maintains loyalty to and act as an advocate to both Kalamunda & Districts Junior Football Club and the Members.
- The commitment and ability to devote time to Committee matters, including attending all scheduled Committee meetings.
- Have a willingness to effectively communicate with other Members of the Committee and have respect for their opinions.
- The propensity to work constructively as part of a team to fulfill the objectives of Kalamunda & Districts Junior Football Club
- An understanding of the role and legal and fiduciary responsibilities. This includes any conflicts of interests.

The understanding of the duties involved such as:

- A duty of care and diligence;
- A duty to act in good faith in the best interests of Kalamunda & Districts Junior Football Club and for proper purpose;
- A duty to not misuse one's position;
- A duty not to misuse information obtained through the position to gain an advantage for self or someone else or to cause detriment to the Kalamunda & Districts Junior Football Club

### The Responsibilities of the Committee Members

The Committee itself has the Duty of carrying out all the provisions set out in the Constitution, which among other things includes:

- Approval of all members
- Deciding classes of Membership
- Appointments and where required, endorsement of appointments made by sub committees.

#### President

- Represent the Club at all official functions.
- Guide the Club in fulfilling its objectives.
- Chair all classes of meetings specified in the Constitution.
- Formulate policy in accordance with the objectives of the Club and in consultation with the Committee.
- Give such directions as may be necessary to achieve the objectives of the Club.
- Ensure the efficient administration of the Club and foster interest in participation among the members.

#### Vice President

- Assist the President in the fulfillment of their duties.
- Chair all classes of meetings specified in the Constitution in the absence of the President.
- Keep the ordinary members informed on any matter before the Committee, other than matters that may have to remain confidential.
- Contribute to all debates of the Committee in the interests of the ordinary members and the overall objects of the Club.

#### Secretary

- Conduct the correspondence of the Club.
- Keep full and correct minutes of the proceedings of the Committee and of the Club
- Carry out all the duties more specifically defined in the Constitution, which includes maintenance of the Membership Register.
- Carry out any other specific duties as required by the Committee.
- Ensure that the Register of Members and other records specified in the Constitution are available for inspection as required.
- Maintains a copy of the Constitution and providing for members to inspect in accordance with the Act.
- Preparing notices of meetings and ensuring that all notices are duly given in accordance with the constitution.
- The responsibility for the secure custody of the books, records and documents of the club other than those required to be maintained by the Treasurer.

#### Treasurer

- Reporting to the Committee on the financial status and performance of the Club
- Arrange an audit of the Club's accounts for presentation to the AGM.
- Carry out the duties more particularly specified in the Constitution, in particular the safe keeping of records for the specified time frame.
- Control the issuance of Credit Cards and the recording of same.

- Conduct an annual check that backup computer files are being updated and held off-site.
- Be responsible for the receipt of all moneys paid to or received by them on behalf of the Club, and shall issue receipts for those moneys in the name of the Club;
- Pay all moneys received into such account or accounts of the Club as the Committee may from time to time direct;
- Make payments from the funds of the Club with the authority of a general meeting or of the Committee and in so doing ensure that all payments are authorised by any two of the Club's Officers authorised by the Committee.
- Ensuring the club complies with all financial reporting obligations.
- Carry out any other specific duties as required by the Committee.

**Registrar**

- Ensure all players are registered in accordance with the league rules and regulations.
- Ensure all players are eligible to play in accordance with the league rules and regulations.
- Carry out any other specific duties as required by the Executive Committee.

# Nominations to a position on the Executive Committee of the Kalamunda & Districts Junior Football Club

Kalamunda & Districts Junior Football Club  
 ABN 63 103 028 090

*Lodgment Options: Provide this Form to the current Secretary*  
 Post: PO Box 265, Kalamunda WA 6926 Email: [secretary@kdjfc.com.au](mailto:secretary@kdjfc.com.au)

**Nomination**

I, the undersigned, being a Member of Kalamunda & Districts Junior Football Club

HEREBY NOMINATE MYSELF (Nominee's name):

For the position of (please circle):

President                  Vice President                  Secretary                  Treasurer                  Registrar

on the Committee of Kalamunda & Districts Junior Football Club to hold office from the end of the 2020 Annual General Meeting for a term as set out on page 1 of this Call for Nominations Form, in accordance with clause 15 of the Kalamunda & Districts Junior Football Club Constitution.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STATEMENT BY NOMINEE**

I, \_\_\_\_\_

- Have read the background material provided on page 1 of this Call for Nominations Form and acknowledge the responsibilities of being a Committee Member of Kalamunda & Districts Junior Football Club
- Agree that all information included as part of this Nomination is true, correct and not misleading.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_