



INFORMATION FOR ASPIRING DIRECTORS

1. Nomination Information

All prospective directors need to be aware of what is required of them as a director of a not-for-profit community organisation. The Directors of the Kiama Leagues Club would ask that any new nominees partake in a Nomination Information session held by Clubs NSW.

This session gives an overview of:

- the roles and responsibilities of a club director.
- the Mandatory Director Training required to be completed within the first year of your tenure and the continuing professional development, recommended as industry best practice.
- the five key pieces of Federal and State legislation of which directors must be aware and club operations must comply with.
- the legal and financial responsibilities and potential liabilities of being a director.
- an understanding of the time and effort commitment required to successfully execute the role – it is not just one meeting of two hours per month.
- an understanding and ability to use the technology that facilitates the oversight of a modern club whether small, medium or large.

2. Nominate Yourself as a candidate.

You need to register your interest with your current Chair and/or Secretary Manager to stand as a candidate. As a potential director, you will need to prove that you are a person of good standing in the community. You will need to provide:

- your club's nomination form
- a statutory declaration that you are not, nor have been bankrupt nor have a criminal record.
- **your own individual Directors ID obtained through the Australian Business Registry Services.**

3. Once Elected

You have 12 months to complete the Mandatory Director Training, or be deemed competent through Recognition of Current Industry Knowledge (RCIK). The two mandatory modules are:

- Director Foundation & Management Collaboration — details everything you need to know about the legal aspects, roles and responsibilities.
- Finance for Club Boards — details the financial aspects of governing the operations of a modern club and the responsibilities directors have in being aware of the financial health of the organisation and avoiding the risk of trading insolvent.

You will also have until 31 December to complete the Responsible Gambling Oversight training for directors.

4. Commitment

As a successful and participative director, you should:

- attend the monthly board meetings and contribute to the meetings — get involved with roles on the board, committees or sub-committees, share the load with the other directors and ensure you maintain strict confidentiality of all board matters.
- attend regional meetings, conferences, seminars and training with ClubsNSW and/or the Club Education Institute (CEI) and others, to keep abreast of the latest governance trends, globally and locally.
- continue to learn and develop in your role as a director, upholding the traditions of your club, representing your club in the community, maintaining and building relationships and representing the interests of all your members, not just one faction.