



PRINCIPAL PARTNER



**POLICY**



## CASUAL VACANCY APPOINTMENT POLICY

Version: 1

Approved by CEO on: 2-11-2020

Policy Type: Strategic

Approved by Board on: 9-11-2020

Responsible person: CEO

Scheduled review date: September 2021

Creation Date: 05/08/2020

### 1. Purpose

The Rules of Association of Netball WA (Incorporated) (“NWA”) dated 22 May 2018 mandate that a vacancy in the position of an Elected Director of the Board of NWA (“Board”) shall be filled by the Directors, and that person will hold office until the conclusion of the next Annual General Meeting of Netball WA.

This policy sets out the process for the Board to fill a Casual Vacancy.

### 2. Responsibilities

The Board has the authority to appoint a Director to fill a casual vacancy or vacancies.

The Board must ensure that there is a quorum at a meeting of the Board if a casual vacancy arises under clause 18 of the Constitution, determine any specific qualifications required to fill the casual vacancy and instruct the Nominations Committee to seek suitable candidates.

### 3. Process

#### 3.1 Determining a Casual Vacancy

The Board shall comprise of five Elected Directors and two Appointed Directors.

A vacancy in the position of an Elected Director arises if there are insufficient nominations received to fill all Elected Director vacancies or the nominations receive endorsement of less than 50% of the Voting Members. In accordance with clause 14.2(i) of the Constitution, this position becomes a casual vacancy.

The quorum for a meeting of the Board is four Directors. In the event of a casual vacancy or vacancies, the remaining Directors may act if there is quorum. If there is insufficient Directors to meet the quorum then they may act only for the purpose of increasing the number of Directors to a number sufficient to constitute a quorum.

If any Director is terminated on the grounds contained in clause 18.1 of the Constitution then the office of the Director becomes a casual vacancy.

If any Director is removed by Special Resolution before the expiration of their term of office, the office of the Director becomes a casual vacancy.



### 3.2 Filling a Casual Vacancy

The Nominations Committee will assist the Board to fill any casual vacancies that may arise by following this process:

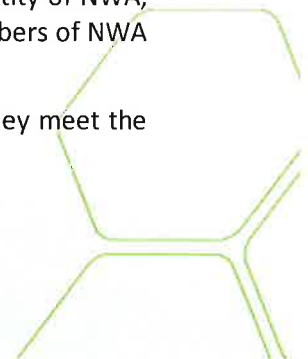
- 1.1 In conjunction with the Board and having regard to the existing mix of skills and experience on the Board, develop an eligibility criteria based on the desirable skills and experience required for proposed candidates;
- 1.2 Prepare an expression of interest advertisement for the position and determine the application form and closing date for expressions of interest;
- 1.3 Advertise the casual vacancy to members via email newsletter, website and any other means the Nominations Committee determines appropriate;
- 1.4 Invite Board members to put forward prospective candidates based on the eligibility criteria;
- 1.5 Request candidates to submit a curriculum vitae and any other documentation requested by the Nominations Committee from time to time;
- 1.6 Undertake assessment of the candidates by:
  - (i) developing an evaluation methodology for assessing candidates;
  - (ii) reviewing all expressions of interest received; and
  - (iii) preparing a shortlist of candidates.
- 1.7 Two or more members of the Nominations Committee will interview the shortlisted candidates;
- 1.8 The Chair or Secretary of the Nominations Committee may contact the referees of candidates.

### 3.3 Candidate Qualifications

Candidates to fill a Director role in a casual vacancy must meet the following qualifications:

- Must be eligible to serve as a Director under NWA's Rules of Association and the requirements of the *Associations Incorporation Act 2015 (WA)*;
- Must be a Member or be willing to become a Member of Netball WA;
- Must be 18 years of age and over;
- Should have a knowledge of netball and its strategic direction, its stakeholders and a commitment to the development of netball;
- Must not be an office bearer, director or a paid employee of any Member Entity of NWA, including Member Associations and Affiliated Clubs and other approved Members of NWA excluding Individual Members and Life Members.

The Board may require a candidate to sign a statutory declaration stating that they meet the eligibility requirements.





### 3.4 Recommendation of Appointment to Casual Vacancy Position

The Nominations Committee will:

- 1.9 prepare a short evaluation report to the Board on the shortlisted candidates;
- 1.10 provide the Board with the expressions of interest of the shortlisted candidates; and
- 1.11 make a recommendation to the Board on the preferred candidate.

### 3.5 Selection of Candidate

The Board will review the recommendations from the Nominations Committee and review each shortlisted candidate to assess:

- (i) the commitment of the candidate to a strong governance regime for netball in Western Australia;
- (ii) the commitment of the candidate to NWA developing policies and strategies for netball generally across Western Australia;
- (iii) if the candidate is free from any interest and any relationship and has not been involved in any activities which could, or could reasonably be perceived to, materially interfere with the candidate's ability to act in the best interests of NWA;
- (iv) that the appointment of the candidate as a Director will enhance the balance and diversity of skills among Directors; and
- (v) that the candidate satisfies the eligibility criteria.

### 3.6 Appointment of Candidate

The President and CEO of Netball WA will meet with the preferred candidate and formally advise of the appointment.

The Secretary of the Nominations Committee will advise unsuccessful candidates in writing after the successful candidate has been formally appointed.

The President and CEO of Netball will conduct a formal induction meeting with the preferred Candidate.

### Changes to This Policy

This Policy may be cancelled, amended or supplemented by the NWA CEO as and when it sees fit. Any variation or amendment will be given in writing by the CEO of NWA. This Policy will be reviewed annually as per the Netball in WA Policy Development Guidelines.

### Related Documents

- Netball WA Rules of Association ("Constitution")
- Netball WA Board Charter
- Netball WA Strategic Plan
- Netball WA Nominations Committee Terms of Reference

### Authorisation

  
President  
Netball WA

Date: 9 November 2020





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