



Bowls KAPITI COAST INC.

Serving the Bowling Clubs of Kapiti & Horowhenua

08 April 2021

To Club Secretaries, Presidents, Delegates, Board Members
To All Club & Centre Members

Dear All

Re:- Applications for Board Members – Bowls Kapiti Coast Inc

It would be greatly appreciated if this advice notice could be distributed as widely as possible among all who may have an interest in the matter and we ask that it be displayed prominently in your clubrooms and facilities.

APPLICATIONS FOR BOARD POSITIONS (2021-22)

Applications are being sought from those interested in serving on the 'Centre' Board of Bowls Kapiti Coast Inc, the oversight administration body for the sport on the Kapiti Coast.

The 'Centre' Board consists of five Board Members, in addition to the President and Vice-President, with a term of two (2) years (from AGM to AGM) and are selected by a Panel specifically established for the appointment process from the applications received by the closing date. These are not elective positions under the Bowls KC Inc constitution.

Applicants do not need to be members of a Bowling Club nor nominated by a club but are expected to commit to the two year term and to have demonstrated skills and interest in the administration and governance of the 'Centre'. However applicants may not be governance 'Delegates' from any of the Centre's constituent clubs nor on the Selection Panel.

For the period from this year's AGM in July 2021 we have **three (3) vacant positions** as the existing members are completing their terms and while these members may, or may not, make application for another term this year, the Selection Panel is required to operate the selection process for all three appointments.

Applications should be made in written or in electronic form and include a "person profile (or CV)" that details and explains the applicant's strengths, bowls experience (if any), governance history, and any other relevant information along with any recommendations and/or letters of support.

Applications close at the end of the day on **Sunday 30th May 2021** and should be sent to the BKC Administrator at PO Box 427, Levin or via email to bowlskapiticoast@gmail.com

FURTHER INFORMATION for Applicants

The application and appointment process is documented in the BKC Inc Constitution.

Applicants will be considered by a Selection Panel which comprises a member elected by the Delegates at the previous AGM, the President (or their nominee), and a third person appointed by the Board.

The Constitution sets out factors to be taken into account by the Selection Panel (see below) but in essence the Selection Panel will be looking for experience and skills that will complement and enhance those already within the board, whether it be from a player perspective, experience in governance or administration, or skills in commerce, finance, law or marketing.

- 18.6 Relevant Factors:** In considering appointments to the Centre Board, the Selection Panel shall take into account the following factors about the applicant and the Board as a whole:
- a. their prior experience as a director, trustee, or experience in any other governance role;
 - b. their knowledge of, and experience in, the Game of Bowls generally, at international, national, and/or local level;
 - c. their occupational skills, abilities, and experience;
 - d. their knowledge of, and experience in, community, sports and/or not for profit organisations generally;
 - e. the need for conflicts of interest on the Board to be minimised;
 - f. the need for a wide range of skills and experience on the Board including skills in commerce, finance, marketing, law or business generally;
 - g. the need for gender balance on the Board; and
 - h. the need for the Board as a whole to have sufficient knowledge of or experience in the Game of Bowls.

It is stressed that applications need not necessarily be bowlers or members of a bowling club.

Applications may take any form, although a letter, person profile and support documents style is recommended. The process as per the Constitution will be:-

- 18.5 Applications for the Centre Board:** Applications for positions on the Centre Board shall be made as follows:
- a. in each year the Centre Manager shall, not later than 15 April prior to the AGM, call for applications for any of the required number of Centre Board Members (based on any vacancies due to arise at the AGM); from persons other than those appointed or elected as Club Delegates for the period for which appointments to the Centre Board are to be made;
 - b. applications by candidates seeking appointment as a Centre Board Member shall be made in writing and must be received by the Centre Manager no later than 31 May prior to the AGM; and
 - c. the Centre Manager shall then forward all applications together with a copy of any curriculum vitae supplied by a candidate to the Selection Panel;
 - d. the Selection Panel shall select candidates to serve on the Centre Board, having regard to the factors specified in Rule 18.6. If there are insufficient suitable applications, the Selection Panel may on its own initiative contact additional persons who it considers meet the required criteria to see if they would be interested in serving on the Centre Board. The number of candidates to be appointed by the Selection Panel shall be the total of the number of Centre Board Members retiring (by rotation or otherwise) or a lesser number if there are insufficient suitable candidates; and



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- e. the Selection Panel shall provide a report for the AGM outlining the reasons for its decisions which shall include a synopsis summarising the attributes it considers each candidate has for the position. The Selection Panel's decisions shall be conveyed to the Centre Manager in time to enable the Centre Manager to include details of the candidates appointed by the Selection Panel in the AGM papers distributed prior to the AGM.

There are some criteria that may exclude some people from the positions. Per the Constitution these are:-

18.2 Restriction: Individuals may not serve on the Centre Board if any of the following apply:

- a. the person is an undischarged bankrupt, or is subject to a condition or order not yet fulfilled under the Insolvency Act 2006;
- b. the person has been convicted of a crime involving dishonesty (within the meaning section 2(1) of the Crimes Act 1961) and has been sentenced for that crime within the last seven years;
- c. the person has been prohibited from being a director or promoter of, or being concerned or taking part in, the management of an incorporated or unincorporated body under the Companies Act 1993, Securities Act 1978, the Securities Markets Act 1988, the Takeovers Act 1993, or from being an officer of a charitable entity under the Charities Act 2005; or
- d. the person is subject to a property order made that the person is lacking in competence to manage their own affairs under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of the Protection of Personal and Property Rights Act 1988.

18.4 Process: In establishing the Selection Panel:

- b. no person applying for a position on the Centre Board under Rule 18.5 shall in the same year be eligible to be a member of the Selection Panel; and

Please include in your application a clear statement that none of these exclusions apply.

These are critical appointments as the 'Centre' Board continues to shape the direction of the Centre for the future year and it is hoped that people with the relevant skills and expertise will be interested in applying.

Application, which should be in writing, along with information on the applicant's background and relevant experience and skills, **close** at the end of the day on **Sunday 30th May 2021** and should be sent to the

BKC Administrator at PO Box 427, Levin
or via email to bowlskapiticoast@gmail.com

If there are any queries please contact the Administrator directly.

Yours sincerely
for **Bowls Kapiti Coast Inc**

W J Watts

Wayne Watts
Administrator



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