

**Circular 04/2011**



4 May 2011

**TO: ALL BOARD MEMBERS, COMMUNITY DEVELOPMENT OFFICERS, LIFE MEMBERS, CENTRE SECRETARIES, UMPIRES COMMITTEE, DISTRICT UMPIRES SECRETARIES, SELECTORS, JUDICIAL COMMITTEE**

**16<sup>th</sup> ANNUAL MEETING OF BOWLS NEW ZEALAND:**

The 16<sup>th</sup> Annual Meeting of Bowls New Zealand will be held on 4<sup>th</sup> September 2011 at Carlton Cornwall Bowling Club, 126 Market Road, Epsom, Auckland, commencing at 10.00am.

**BUSINESS FOR 16<sup>th</sup> ANNUAL GENERAL MEETING:**

Pursuant to Rule 22.1.2 of the Bowls New Zealand Constitution, the business to be transacted at the Annual General Meeting shall include:

1. Confirmation of the Minutes of the previous years Annual General Meeting.
2. Receiving the Board's Report for the year ended 30<sup>th</sup> June, together with a Statement of Income and Expenditure and Audited Statement of Accounts for Bowls New Zealand for the financial year.
3. Receiving the Auditor's Report on the Accounts of Bowls New Zealand for the preceding Financial Year.
4. The election of a President and a Vice-President.
5. The appointment of the Members of the Board of Bowls New Zealand.
6. Approving the amount of the annual membership fee and/or any special purpose membership fees in accordance with Rule 13.1 of this Constitution.
7. The appointment of an Auditor for the next Financial Year.
8. The appointment (if necessary) of a person to the Board Selection Panel and a Deputy.
9. The appointment of a Patron.
10. Considering and determining any Notices of Motion which propose alterations to the Constitution of which due and proper notice has been given.
11. Considering and making recommendations to the Board as a result of any other Notices of Motion of which due and proper notice has been given.
12. Transacting such other business as the General Meeting deems appropriate.

The Annual General Meeting will be followed by an Open Forum.

**NOTICES OF MOTION:**

Rule 22.2 Any Notice of Motion from the Board or from a Centre or a Delegate must be received by the Chief Executive by 30<sup>th</sup> June prior to an Annual General Meeting, in order to be considered at that Meeting.

- (a) A Notice of Motion from a Centre must be signed by the President or Secretary of the Centre.

Any matter of an urgent or extraordinary nature which normally would be required to be the subject of a Notice of Motion, may, if prior written notice has been given to the Chief Executive and the Chairperson, be brought before such Meeting and determined by it, but only if the majority of the votes available to those Delegates present and voting at the meeting, are in favour of the matter being tabled without the requisite notice.

## **NOMINATIONS FOR PRESIDENT & VICE-PRESIDENT**

Your attention is drawn to the provisions of Rule 17 of the Bowls New Zealand Constitution.

### **Nominations for President & Vice-President will close with the Chief Executive on 1 July 2011**

Nominations shall be in writing, signed by the President and Secretary of the nominating Centre and shall contain the consent of the Nominee, together with the Nominee's full postal address and such other information as the Board may request in respect of each nomination. Each nomination should be accompanied by an appropriate CV.

Nominations for the positions of President and Vice-President may be made by any Centre which may nominate any person.

### **Attention is drawn to Rule 17.1.2**

The positions of President and Vice-President shall at any time comprise one female and one male and will alternate between a female and a male.

### **and 17.3**

The term of office of the President and Vice-President shall be for two years commencing at the conclusion of the Annual General Meeting at which they are elected, and expiring at the close of the second Annual General Meeting following their appointment. A President and Vice-President are eligible for re-election.

### **Role and Responsibility of President**

*Attached to this Circular* is the Bowls New Zealand Policy on the Role and Responsibility of the President.

Nominees for this position are also asked to address in their CV's the following questions which are standard questions for all appointees to the Bowls New Zealand Board.

1. Please state what you consider to be the key strategic issues facing the Board of Bowls New Zealand (as the key administrative body for the sport of bowls in New Zealand) and show how your identified professional or interpersonal skills would help the Board.
2. Given that the Administrative Bodies (and indeed the bowling public that they serve) are made up of diverse groups of people (sometimes with very definite viewpoints which may run counter to progressive, strategic planning) show how your skills/experiences have prepared you to not only make "the tough decisions" but most importantly to justify these decisions assertively to non receptive audiences.
3. If elected to the Board, what specific contributions will you be making that will improve the positioning of Bowls as a leisure activity in NZ?
4. What experience do you have in corporate governance – commercial and/or not for profit?

**Please note:** Each Nominee will be invited to speak to the meeting

## **BOWLS NEW ZEALAND BOARD**

Your attention is drawn to Rule 18 of the Bowls New Zealand Constitution.

Bowls New Zealand seeks applications from interested individuals for three positions on the Bowls New Zealand Board.

“An Information Pack for interested persons” is available from:

Rajal Middleton – [rajal@bowlsnz.co.nz](mailto:rajal@bowlsnz.co.nz) or phone Rajal on her DDI 09 571 9953

John Carter, Jacki Richardson and Jim Lindsay are retiring by rotation but shall be eligible for reappointment.

These persons, along with serving Board Members and elected President and Vice-President, will be responsible for the effective governance and development of Bowls in New Zealand.

Applications will be assessed by a Selection Panel against a list of criteria.

***Applications must be in writing and are required to be in the hand of the Chief Executive Officer of Bowls New Zealand by 15 June 2011.***

### **BOWLS NEW ZEALAND UMPIRES COMMITTEE**

Bowls New Zealand seeks applications from registered Umpires for four positions on the Bowls New Zealand Umpires Committee.

- The term of appointment is for two years with a right of one or more reappointments.
- The term of appointment of current Board members ( Helen Stallard, Reg Briggs, Martin Christensen and Ray Hunt) expires this year but all are eligible for reappointment.

***Registered Umpires interested in appointment to this Committee are asked to submit an application together with a current CV to the Chief Executive Officer of Bowls New Zealand by 15 July 2011.***

### **2009-2010 BOWLS NZ NATIONAL BOWLS AWARDS**

The official nomination forms & criteria are available for downloading from:

<http://www.bowlsnz.co.nz/national-bowls-awards/> or follow the link to the National Bowls Awards from the Bowls NZ website.

**NOMINATIONS DEADLINE: 8 July 2011**

### **SUSPENSIONS/EXPULSIONS:**

Bowls Counties Manukau have advised that Adam McIlroy of the Papakura Bowling Club has been suspended from the Papakura Bowling Club, all other Clubs and Centres from the 19<sup>th</sup> February 2011 to an including the 18<sup>th</sup> November 2011.

Bowls Canterbury advise that Glen McDonald of the Belfast Bowling Club has been suspended indefinitely due to an unpaid fine.

Bowls Manawatu advise that the Himatangi Beach Bowling Club have suspended Michele and Steve Welsh for the period of 8<sup>th</sup> March 2011 through to the opening day of the 2011/2012 season.

### **NZ TURF CONFERENCE AND TRADE SHOW 2011**

The New Zealand Turf Conference and Trade Show is to be held at the Claudelands Convention and Exhibition Centre in Hamilton **27 – 29 June 2011.**

It is the biennial Conference representing the interests of the NZ Golf Course Superintendents Association, Bowls NZ and the Bowls NZ Greenkeeping Association, NZ Cricket, NZ Recreation Association, NZ Sports Field Forum and NZ Contractors and trade sector.

For the Conference programme and more info - online here: [www.turf2011.co.nz/programme/](http://www.turf2011.co.nz/programme/)

The **TOWER Bowls Development Fund** will subsidise delegates **\$100 of their conference registration fee only**, upon receipt of payment. The criteria for the TOWER Bowls Development Fund is that delegates must be attending as a representative of their club and application forms for "Training or Conference" are available from <http://www.bowlsnz.co.nz/club/club-administration/tower-bowls-development-fund/> or contacting your Community Development Officer or by request to [rob@bowlsnz.co.nz](mailto:rob@bowlsnz.co.nz)

**MATES IN BOWLS:**

Registration is now open for Clubs. See [www.bowlsnz.co.nz](http://www.bowlsnz.co.nz) to register. Please encourage your Clubs to sign up. We need to have registrations back by 31 August 2011 for pre-Xmas sessions.

Signed

A handwritten signature in black ink, appearing to read 'Kerry Clark', written in a cursive style.

**Kerry Clark OBE  
CHIEF EXECUTIVE**

## **2.2.9 ROLE AND RESPONSIBILITY OF PRESIDENT**

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#### **1. Election**

- ◆ The President shall be elected annually at the Annual general meeting of Bowls New Zealand for a term of 2 years (Rule 17.3 of the Bowls New Zealand Constitution)
- ◆ The President shall be eligible for re-election (Rule 17.3 of the Bowls New Zealand Constitution )
- ◆ Nominations for President shall be made in writing and be in the hands of the Chief Executive by the 1<sup>st</sup> day of July in any year (Rule 17.1.3 of the Bowls New Zealand Constitution)

#### **2. Formal Duties**

- ◆ To serve as a member of the Board of Bowls New Zealand ( Rule 18.1 of the Bowls New Zealand Constitution)
- ◆ To serve as a member of the Board Selection Panel (Rule 18.2.2 of the Bowls New Zealand Constitution)
- ◆ To attend and represent the Board of Bowls New Zealand as required by the Board and or the Chief Executive if the Chair is not available. This will include –
  - i. Trans Tasman annual competition
  - ii. Any other event agreed by the Board
  - iii. To be host at the finals venue for the major Bowls New Zealand championship events. (The events and duration of same will be determined by the Board.)
  - iv. Note ( it is not expected that the President will attend World Bowls, Commonwealth Games, Asia Pacific events if not held in New Zealand. However if the President chooses to attend events outside New Zealand the Chief Executive will, where possible, obtain accreditation for the President too attend (at own cost)

#### **3. Operational**

Annually the President shall report to the Chief Executive.

The President has a public relations role in explaining and supporting the policies of the organisation and in seeking feedback on any issues of concern currently facing the organisation.

#### **4. General Commentary**

The Presidents role is of a formal nature and representational nature, coupled with the ability to be a member of the Board.

While the Chief Executive represents the “face’ of Bowls New Zealand, the role of the President and or Chair acting as hosts for official functions is regarded as most important.

Policy to be reviewed November 2011

Policy last reviewed November 2009