



**Nominations for Election as
Director of Hills Football
Incorporated
20th April 2020**



INTRODUCTION

Hills Football Incorporated (**Hills Football**) is seeking nominations for three (3) Directors to stand for election as a Director of FNSW at the 2020 Annual General Meeting to be held on **Monday, 20 April 2020**.

This document explains the process, criteria and timeline for the election of Directors. In addition to this document, all nominees should read the FNSW Constitution which can be accessed by [Clicking here](#).

PROCESS

Completion of Documents

In accordance with the Hills Football Constitution, Nominees must complete the following documentation:

1. **Director Nomination Form**

The Director Nomination Form contains two (2) parts which must be completed by all Nominees. Those parts are as follows:

- **First Part – Proposers:** All Nominees require representatives of TWO (2) Hills Football Member Clubs (**Proposers**) to nominate them to stand for election as a Director of Hills Football at the 2020 Annual General Meeting.
- **Second Part – Consent to Act:** All Nominees are required to complete, sign and date the Nominee Director Consent to Act form.

The Director Nomination Form is attached in Annexure 1 below.

2. **Nominations Criteria**

All Nominees must demonstrate whether they meet the criteria as set out in clause 18.5 of the Hills Football Constitution and provided under the heading "Criteria" on page 4 below.

Please insert your response to the criteria in Annexure 2 below.

NOMINATIONS WILL NOT BE ACCEPTED IF THEY ARE NOT ACCOMPANIED BY THE ABOVEMENTIONED DOCUMENTS AS SET OUT IN ANNEXURES 1 AND 2.

THE ONUS IS ON NOMINEES TO ENSURE THAT ALL DOCUMENTATION AND REQUIRED INFORMATION IS PROVIDED TO HILLS FOOTBALL BY THE DUE DATE. PLEASE BE ADVISED THAT HILLS FOOTBALL MAY NOT REVIEW NOMINATIONS FOR COMPLETENESS AHEAD OF THE DUE DATE.

Please return the abovementioned documentation via an electronic attachment to the following email address **by no later than 5:00pm on Friday, 28th February 2020:**

Hills Football Incorporated
Attention: Kurt Johnson (General Manager)
Email: kurt@hillsfootball.com.au



ROLE OF THE NOMINATIONS COMMITTEE

Consideration by Nominations Committee

Upon receipt of the abovementioned documentation, FNSW will distribute all nominations to the Nominations Committee pursuant to Article 10.22 of the FNSW Constitution.

Nominations Committee

The Nominations Committee comprises of at least three (3) of the following individuals:

- (i) the Chairman of the Sydney Hills Business Chamber or their nominee; and/or
 - (ii) the Chief Executive Officer of the Office of Sport or their nominee; and/or
 - (iii) the Chief Executive Officer of a State Sporting Organisation or their nominee; and/or
 - (iv) a State member of parliament or their nominee; and/or
 - (v) a Federal member of parliament or their nominee
- The Nominations Committee may consider each candidate for election as a Director and will assess each candidate against a number of criteria (as set out below under the heading "Criteria").

The Nominations Committee must consider each Candidate and will assess:

- (i) the commitment of the Candidate to a strong governance regime for the Association;
- (ii) the commitment of the Candidate to the Association's development of policies and strategies for football generally throughout the Region;
- (iii) whether the Candidate has been involved in activities which could, or could reasonably be perceived to, materially interfere with the Candidate's ability to act in the best interests of the Association;
- (iv) whether the Candidate is free from any interest and any relationship which could, or could reasonably be perceived to, materially interfere with the nominee's ability to act in the best interests of the Association; and
- (v) whether the Candidate satisfies the Core Competencies (as described in clause 18.5(j) below),

and must, in its absolute discretion and acting in good faith, approve or reject the Candidate to stand for election as a Director.

Written notice of the Nominations Committee's decision must be given to the General Manager by a date specified by the Association. A decision made by the Nominations Committee under Article 18.5 (i) of the Hills Football Constitution is final and not subject to challenge.



CRITERIA

In accordance with clause 18.5 of the Hills Football Constitution, the Candidate must possess each of the following core competencies:

1. Demonstrated leadership at a senior level in an environment compatible with the requirements of Hills Football;
2. Demonstrated commitment to strong governance principles and an understanding and appreciation of the duties and responsibilities of the role of Director;
3. A commitment to and record of ethical behaviour including not having been the subject of an adverse finding or the current subject of an inquiry or investigation by any statutory, regulatory or law enforcement authority or agency including a disciplinary body of FNSW, FFA or Hills Football relating to any serious ethical matter; and
4. Must possess at least one of the following:
 - (a) legal qualifications (LLB or equivalent);
 - (b) accounting/finance qualifications (CA, CPA, CFA or equivalent);
 - (c) football administration experience through serving as a club or association president;
 - (d) business experience and/or qualifications;
 - (e) technology experience and/or qualifications (IT, Technology degree, CIO or equivalent position); or
 - (f) marketing, communications, government relations or public relations experience at a senior level.

CONTACT US

Any queries in relation to the nomination process should be directed to:

Kurt Johnson
General Manager
Hills Football Incorporated
Email: kurt@hillsfootball.com.au
Phone: 0411 224 348



ANNEXURE 1 – DIRECTOR NOMINATION FORM

2020 NOMINATION FOR POSITION AS DIRECTOR OF HILLS FOOTBALL

NOMINEE'S FULL NAME:	
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PROPOSER 1- DETAILS (HILLS FOOTBALL MEMBER)

I hereby nominate _____ for the position of Director of Hills Football
(Name of Nominee)

FULL NAME:			
POSITION			
RESIDENTIAL ADDRESS:			
SUBURB:		POSTCODE:	
DATE OF BIRTH:			
TELEPHONE:		MOBILE:	
EMAIL:			
PROPOSER'S SIGNATURE:			
DATE:			

PROPOSER 2- DETAILS (HILLS FOOTBALL MEMBER)

I hereby nominate _____ for the position of Director of Football NSW
(Name of Nominee)

FULL NAME:			
POSITION HELD:			
RESIDENTIAL ADDRESS:			
SUBURB:		POSTCODE:	
DATE OF BIRTH:			
TELEPHONE:		MOBILE:	
EMAIL:			
PROPOSER'S SIGNATURE:			
DATE:			



TO BE COMPLETED BY THE NOMINEE

CONSENT TO ACT AS DIRECTOR

In accordance with section 201D of the *Corporations Act 2001* (Cth) (**the Act**), I hereby notify my consent to act as Director of Hills Football Incorporated.

NOMINEE'S FULL NAME:			
RESIDENTIAL ADDRESS:			
SUBURB:		POSTCODE:	
DATE OF BIRTH:			
TELEPHONE:		MOBILE:	
EMAIL:			

Directors are required to comply with section 191 of the Act – disclosure of material personal interests.

1. Other Directorships:

(Public Companies or subsidiaries of Public Companies incorporated in any State or Territory of Australia)

2. I am an officer or member of the undermentioned corporations/s and should be regarded as interested in any contract which may be made with such corporation/s:

Name	Nature and Extent of Interest



3. I possess the undermentioned property or hold the following offices whereby duties or interests might be created directly or indirectly in conflict with my duties as a Director of Hills Football:

4. Particulars of contracts to which I am a party or under which I am entitled to a benefit being contracts under which a person has a right to call for or to make delivery of shares in, debentures of, or participatory interests made available by, the Company or a related Corporation are as follows:

I have read and understood the Hills Football Constitution, By-Laws and the information I have provided is true and correct. In submitting this nomination I agree to be bound by the:

- Hills Football Constitution, By-Laws, Rules, Regulations and all applicable policies;
- FNSW Constitution, FFA Constitution, By-Laws, Rules & Regulations; and
- the statutes and regulations of the Federation Internationale de Football Association (**FIFA**) and the Asian Football Confederation (**AFC**).

NOMINEE'S SIGNATURE:	
DATE:	



ANNEXURE 2 – STATUTORY DECLARATION

**Hills Football Incorporated (the Association)
Statutory Declaration
OATHS ACT 1900, NSW, EIGHTH SCHEDULE**

I, _____ of _____

in New South Wales solemnly and sincerely declare as follows:

THAT to the best of my knowledge and belief, I have not been involved in any activities which could materially interfere with my ability to act in the best interests of the Association.

THAT to the best of my knowledge and belief, I am free from any interest or relationship which could materially interfere with my ability to act in the best interests of the Association.

THAT I provide full detail of any Disqualifying Position (as defined in the Constitution of the Association) that I hold below:

AND I MAKE this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1900.

Declared at:.....on
(place) (date)

.....
(signature of declarant)

in the presence of an authorised witness, who states:

I, , a
(name of authorised witness) (qualification of authorised witness)

certify the following matters concerning the making of this statutory declaration by the person who made it: [* please cross out any text that does not apply]

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and

2. *I have known the person for at least 12 months OR *I have not known the person for at least 12 months, but I have confirmed the person’s identity using an identification document and the document I relied on was

[describe identification document relied on]

.....
[signature of authorised witness] [date]

ANNEXURE 3 – NOMINEE’S RESPONSE TO CRITERIA

Clause #	Constitutional Requirement	Candidate to complete
Disqualified Position		
Clause 18.5(j)(i)(a)	Demonstrated leadership at a senior level in an environment compatible with the requirements of Hills Football	
Clause 18.5(j)(i)(B)	Demonstrated commitment to strong governance principles and an understanding and appreciation of the duties and responsibilities of the role of Director	
Clause 18.5(j)(i)(C)	A commitment to and record of ethical behaviour including not having been the subject of an adverse finding or the current subject of an inquiry or investigation by any statutory, regulatory or law enforcement authority or agency including a disciplinary body of FNSW, FFA or Hills Football relating to any serious ethical matter	
The candidate must possess at least one of the following core competencies		
Clause #	Constitutional Requirement	Candidate to complete
Clause 18.5(j)(ii)(A)	legal qualifications (LLB or equivalent);	
Clause 18.5(j)(ii)(B)	accounting/finance qualifications (CA, CPA, CFA or equivalent);	



Clause 18.5(j)(ii)(C)	football administration experience through serving as a club or association president;	
Clause 18.5(j)(ii)(D)	business experience and/or qualifications	
Clause 18.5(j)(ii)(E)	technology experience and/or qualifications (IT, Technology degree, CIO or equivalent position); or	
Clause 18.5(j)(ii)(F)	marketing, communications, government relations or public relations experience at a senior level	

In addition to the Core Competencies, the Nominations Committee must also assess the following factors in accordance with clause 18.5(b):

Clause #	Constitutional Requirement	Candidate to complete
Clause 18.5(b)(i)	the commitment of the Candidate to a strong governance regime for Hills Football	
Clause 18.5(b)(ii)	the commitment of the Candidate to Hills Football's development of policies and strategies for football generally throughout the region	
Clause 18.5(b)(iii)	whether the Candidate has been involved in activities which could, or could reasonably be perceived to, materially interfere with the Candidate's ability to act in the best interests of Hills Football; and	
Clause 18.5(b)(iv)	whether the Candidate is free from any interest and any relationship which could, or could reasonably be perceived to, materially interfere with the	



Candidate's ability to act in the best interests of Hills Football;	
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Candidates may use this area to submit a maximum of 1000 words as to why they should be elected as a Director of Hills Football.

Nominations for Election as Director of Hills Football

