



BOARD NOMINATIONS 2020 AGM

22nd January 2021

Dear Club Presidents, Club Executives and Club Members,

The Board of Four Wheel Drive Victoria (FWDV) is looking for members to help govern our Association. The term of office for each Board position is two years. Nominations for the following positions are required before 5:00PM on Friday 5th February 2021, prior to the elections being held at the 2020 AGM on Monday 15th February 2021.

Consumer Affairs Victoria has granted FWDV an extension of time to hold our 2020 AGM due to the impact of the pandemic. Therefore, our 2020 AGM is being held on Monday 15th February, 2021.

Board Positions to be filled at the 2020

Annual General Meeting

Board Secretary:

Following the resignation of Secretary/Public Officer, David Crainean, this position is open for nomination.

Board Treasurer:

This position is open for nomination.

Ordinary Member: One (1) Ordinary Board Member position is open for nomination.

Current Board Members

President, Colin Oates (Offpeak 4WD Club) was appointed by the Board to be President in March 2020. Colin's term of office ends at the 2021 AGM.

Vice President, Fred de Gooyer (Land Rover Owner's Club Victoria) was appointed by the Board to fill a casual vacancy and more recently appointed by the Board to become Board Vice President. Fred's term of office ends at the 2021 AGM.

Secretary, following the Board Secretary's resignation, for compliance reasons, the Board Treasurer, Doug Mitchell became Board Secretary/Public Officer.

Treasurer, Doug Mitchell, (Offpeak 4WD Club) was appointed by the Board in 2019 to fill a casual vacancy for Treasurer. Doug's term of office ends at the 2020 AGM.

Ordinary Board Member, Dave Roberts (Toyota 4WD Club of Victoria) is currently Board Minute Secretary. Dave's term of office ends at the 2021 AGM.

Ordinary Board Member, Fred Schenck (Werribee 4WD Club) was appointed by the Board to fill an Ordinary Board Member casual vacancy, created by Fred de Gooyer taking up the role of Vice President. Fred's term of office ends at the 2021 AGM.

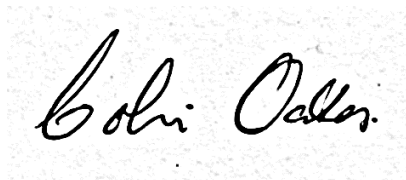
Ordinary Board Member, Kat Marmara-Stewart's (MJOC, Gippsland 4WD Club, Everest 4WD Club) term of office ends at the 2020 AGM.

Four Wheel Drive Victoria continues to seek dedicated club members with appropriate skills to serve on the Board. Marketing, legal and company secretary skills are currently needed on the Board to maintain and further strengthen the governance of our association.

We seek your help in finding capable club members who are willing to contribute their skills, time and knowledge to the Board's work of governance. If a person in your club has the professional skills, time and knowledge and is willing to serve as a Board Member, please encourage them to fill in and submit the attached Appendix 5 - Nomination for Board Membership form. Return it with all other required documentation, listed in the attachment – **Board Candidate Nomination Information (1) - 2020 AGM**, to Four Wheel Drive Victoria, Board Secretary, at the FWDV office – office@fwdvictoria.org.au.

Board nominations close at 5:00PM on Friday 5th February 2021.

Yours sincerely,



Colin Oates
President

Attachments

Board Candidate Nomination Information (1) (Contains information about documents for Board nomination)
Board Candidate Nomination Information (2) (Contains Board Position Overviews)
Appendix 5 - Nomination for Board Membership form

Board Membership Nomination Documents Required

(Please attach to your Nomination for Board Membership form, the documents below, for your nomination to be accepted)

Declaration (Signed and Dated)
Curriculum Vitae (CV)
Reference
Candidate Statement (250 words in length, one page only)
Appendix 5 - Nomination for Board Membership form

BOARD CANDIDATE NOMINATION INFORMATION (1) – 2020 AGM

Declaration:

In accepting and submitting this nomination, I declare the following:

- I am at least 18 years of age.
- I am eligible to serve as a Board Member in accordance with the Rules of the Victoria Association of Four Wheel Drive Clubs Inc., November 2019.
- I have not been declared bankrupt under Australian or foreign law.
- If appointed, I consent to act as a Board Member of the Victoria Association of Four Wheel Drive Clubs Inc., T/As Four Wheel Drive Victoria, for the period of my term of office and agree that my term of office be governed by the Rules of the Victoria Association of Four Wheel Drive Clubs Inc., November 2019.

Along with Appendix 5 - Nomination for Board Membership form, please provide the following:

Curriculum Vitae (CV)

Provide a written CV with your nomination form.

Reference

Provide a written reference from your Club President, Committee or other suitable organisations or persons to support your nomination.

Candidate Statement

In support of your nomination, you are required to submit a candidate statement. Your candidate statement forms part of your nomination and must be received before nominations close. The purpose of the statement is to assist members at the Annual General Meeting in making an informed choice of candidate. Should the number of candidates exceed the number of positions available on the Board a ballot will be conducted.

Candidate statements must be no more than 250 words long and may include: age; personal and family information; recognised educational attainments and qualifications; details of your professional experience; memberships of associations, clubs and community organisations; relevant non-professional experience; your reasons for seeking to join the Board of Four Wheel Drive Victoria, and the professional skills and knowledge you would contribute.

All candidate statements will be printed in the same type, format and layout for distribution to voting members at the AGM. Statements over 250 words in length will be edited by Four Wheel Drive Victoria. Statements should also be limited to the presentation of an individual candidate's merits and must not contain representations regarding other persons.

Statements may be written in either the first person or the third person (as in the sample below). If you would like a photograph to be included with your candidate statement, please submit a recent (not more than 12 months old) passport style photograph. To safeguard against errors, only word-processed statements are to be submitted, (single page only). All Board nomination documents must be sent to Four Wheel Drive Victoria, Board Secretary, at the FWDV office - office@fwdvictoria.org.au.

Board Nominations close at 5:00PM on Friday 5th February 2021.

Sample candidate statement:

JOHNSON, William

William 'Bill' JOHNSON has a Bachelor of Commerce from the University of Melbourne and is partner in a new car dealership in Melbourne. He is also a Certified Practicing Accountant and member of CPA Australia, and began his career working for a local accounting firm as an auditor. He is the Secretary of the City of ABC Lions Club and a Little Athletics official. For five years until 2017, he was on the organising committee of the DFG Car Club of Victoria.

Bill and his partner live in Melbourne and have three school-age children. Bill became a member of XYZ Four Wheel Drive Club and has been on various club committees for the last 5 years. (119 words)

BOARD CANDIDATE NOMINATION INFORMATION (2) – 2020 AGM

BOARD POSITION OVERVIEWS

President

The President is responsible for leadership of the Board, for an efficient association, conduct of the Board's function and the briefing of all board members in relation to issues arising at board meetings. The President is also responsible for arranging Board performance evaluation.

The President's role is to:

- provide leadership for the Board and chair Board meetings
- ensure the effectiveness of Board meetings
- ensure board members act in accordance with the Rules and relevant laws
- ensure that all new board members undergo an appropriate induction program
- together with the Secretary, establish an annual Board calendar which ensures that the Board undertakes all its key responsibilities throughout the year
- establish the agenda for Board meetings in consultation with the CEO and Secretary
- together with the CEO and Secretary, ensure that appropriate Board papers are prepared on all matters for consideration and decision at Board meetings and that such papers are circulated in advance
- chair Annual General Meetings and special general meetings of members, and be the spokesperson for the association at Annual General Meetings.

Vice President

The role of the Vice President is to assist the President in performing their role, particularly with regard to governance matters. In addition, the Vice President fulfils the responsibilities of the President in the event that the President has temporarily vacated their position or is not present at a meeting of the Board.

Secretary

The Secretary is responsible for advising the Board on governance matters and ensuring there is a system of governance and compliance in place for FWDV. The Secretary ensures that FWDV meets its statutory obligations. The Secretary works in conjunction with the President to manage the smooth functioning of the Board by managing Board processes and ensuring Board meetings are properly held and called and appropriate records are maintained. In particular, the Secretary is responsible for maintaining appropriate records, registers and minutes.

Treasurer

The Treasurer is responsible for advising the Board on finance and accounting matters. The Treasurer ensures there is a system for management of finance and accounts of the Association, which meets all statutory and compliance requirements regarding financing and accounting. Presenting financial reports to the Board and meetings of the Association are the Treasurer's responsibility.

Ordinary Board Members

The role of an Ordinary board member is to participate in the governance of FWDV, assist the Board to fulfill its role and functions of strategic oversight and ensure FWDV activities are aligned with associational purposes and objectives.

APPENDIX 5 – NOMINATION FOR BOARD MEMBERSHIP

NOMINATION FOR BOARD MEMBERSHIP

To the Secretary,

VICTORIA ASSOCIATION OF FOUR WHEEL DRIVE CLUBS INC.

We, the undersigned member(s) and/or delegate(s), being entitled to vote at the 2020 (2021) election of board members, do hereby nominate:

_____ being a financial Club member of the
(print name in full)

(print club name in full)

as a candidate for the position of **Board Secretary** ()
 Board Treasurer ()
 Ordinary Board Member ()

Please place a tick inside the brackets of the position you are nominating for

Proposer _____
(print name in full)

Signature _____ Date _____

Member _____
(print club name)

Seconded _____
(print name in full)

Signature _____ Date _____

Member _____
(print club name)

I, _____ being a financial club
(print name in full)

member of the _____
(print club name)

hereby consent to the nomination(s) to the position(s) indicated above.

Signed _____ Date _____