

Dear State Associations and Member Clubs,

On behalf of the Board of the Australian Croquet Association Inc. (ACA) and following the resignation of former Secretary Jim Clement, the ACA is now seeking Expressions of Interest (EOIs) for the position of Secretary of the ACA Board. The role of Secretary may be an elected or appointed position on the Board. If the Secretary is a Director, they also have all of the responsibilities of the other Board members, including voting rights as described in the attached Board Director Position Description.

The Secretary is the chief governance officer of the ACA and in partnership with the Chairperson, the Secretary is responsible for ensuring that the ACA is run in accordance with its constitution, rules, by-laws, policies and procedures.

The ACA now has a CEO who provides direct support to the Board and is the conduit between the ACA Board, Staff, State Associations and key stakeholders in relation to strategic and operational matters. The CEO oversees all ACA Staff and management responsibilities on behalf of the ACA as well as the implementation of the organisations strategic and operational plans in line with the approved budget. The CEO and Administrative Officer perform the day to day administrative functions and tasks on behalf of the ACA, including managing all internal and external correspondence and communication and stakeholder management and meeting preparation.

The role and responsibilities of the Secretary are detailed in the attached Position Description and primarily include:

- in conjunction with the CEO call meetings of the Association, including preparing notices of meeting and of the business to be conducted at the meeting in consultation with the President and CEO;
- taking minutes of each meeting and circulating these promptly after each meeting for review and approval;
- in conjunction with the CEO, keeping copies of all correspondence and other documents relating to the ACA;
- in conjunction with the ACA Administrative Officer, maintaining a register of members of the Association;
- carrying out the role efficiently and to a high standard and in a manner that promotes confidence in the ACA's leadership within the Croquet and Gateball communities;
- supporting the President, Board and CEO to ensure the ACA continues to fulfil its governance role by driving the performance of the ACA, promoting and advancing the success of the sport and fostering relationships with members, affiliates and key stakeholders.

Please Note: This position may be an appointed, non-voting position with an open term or it may be an elected or appointed voting Board position with a 2 year term. The ACA Board meets on a monthly basis and the CEO and ACA Staff manage the daily affairs of the Association.

If you have an interest in the role of Secretary on the ACA Board, please forward your EOI, stating your relevant skills and experience in the role of secretary, meetings and minute taking, administration and/or general committee governance and whether or not you are seeking to be an appointed, non-voting Secretary or an elected or appointed voting Board member, to the ACA CEO, Melanie

Woosnam ceo@croquet-australia.com.au by **COB Friday 19th May, 2023**

We ask that States, Associations and Clubs to please share this notification with their members.
Thankyou.

Kind Regards,
Mel



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