



MEMORANDUM

**TO: MEMBER ASSOCIATION SECRETARIES
LIFE MEMBERS
BOARD OF DIRECTORS
OFFICE BEARERS**

FROM: KIRSTEN THOMSON OLY – CHIEF EXECUTIVE OFFICER

DATE: 12 APRIL 2024

RE: 59th ANNUAL GENERAL MEETING

Notice is hereby given that the 59th Annual General Meeting of Swimming New South Wales Limited will be held as follows:

Date Saturday 27th July 2024
Time 10.00am
Venue **Hybrid Meeting** – Regent St Pavilion, Dooleys Club or virtually Online*
67 Regent St, Regents Park NSW 2143

**For those joining the meeting electronically, ZOOM/Teams meeting details will be provided later.*

The following positions are to be declared at the 2024 Annual General Meeting – Clause 11 of the Swimming NSW By Laws makes provision for elections to be conducted electronically.

- Two (2) Directors

Any notices of motion to be included as Agenda items for the meeting and nominations for the above positions are hereby called for and must be received by no later than **5.00pm WEDNESDAY 5 June 2024**.

Nomination forms can be found on the Swimming New South Wales website [here](#).

Swimming NSW (SNSW) is committed to meeting the best practice measures by which sporting organisations at both the National and State level can evaluate the effectiveness and efficiency of our governance systems and processes. These standards are set out in the Australian Sport's Commission's Sport Governance Standards.

A component of the Standards relates to gender balance on Boards. To comply with these requirements, SNSW requires a Board that is composed in a manner such that no one gender accounts for more than 60% of the total number of directors. To comply with this requirement, and in consideration of the existing board gender composition, SNSW will be strongly encouraging suitable female applicants to apply for the two vacant director positions.

Prior to voting commencing, the NSW Board may choose to publicly endorse two of these female candidates with the suitable capabilities and experience to fulfil the role. Suitability will be assessed against the Board Skills Matrix that ensures the composition of the board supports the achievement of our strategic goals.

The following skills and capabilities have been identified as desirable for the two vacant positions:

- **Community Sport and Participation (regional focus)**
- **Technical officiating**
- **Human Resource Management**
- **Stakeholder relations**
- **Competitions**

To assist interested persons in their consideration of submitting a nomination please find attached a copy of By Law 12 – Directors Responsibilities.

The Board has determined that the 2024 Company Elections will be conducted electronically via a password controlled website. The election process will be independently conducted by Elections Australia. Information on how to access the website, log in and cast a vote will be distributed to all financial Member Associations by Friday 3rd May 2024.

Periodical distribution of voting information and log in details to Member Associations who affiliate post 3rd May 2024 will occur.

The online voting period will open at 12pm on Friday 7th June 2024 and close at 12pm on Sunday 7th July 2024.

Where a member association is unable to access the established voting website, application can be made to the Chief Executive Officer for an alternative balloting system.

Member Associations will be able to view the candidate information by simply visiting the voting website. You will not need to log in to download or print this information.

Please note that the Agenda and associated AGM papers will be emailed no later than 27th June 2024 and will also be available on our website.

Also attached please find a copy of the Application Form for Officer and Standing Committee Positions which has a different closing date of 2nd August 2024.

Should there be any questions in regard to any of the above please do not hesitate to contact the writer accordingly at kirsten.thomson@nsw.swimming.org.au

Kind Regards,



Kirsten Thomson OLY
Chief Executive Officer
Swimming NSW