



# **BOWLS NEW ZEALAND – AGM NOTICES**

## **30<sup>th</sup> April 2023**

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### **28<sup>TH</sup> ANNUAL GENERAL MEETING OF BOWLS NEW ZEALAND**

The 28<sup>th</sup> Annual meeting of Bowls New Zealand will be held on Saturday 16<sup>th</sup> September 2023 at the Ponsonby Bowling Club, 105A Jervois Road, Herne Bay, Auckland, commencing at 10am. All interested stakeholders are invited to attend the Annual General Meeting via the **Teams video link** provided in advance of the meeting.

### **BUSINESS FOR 28<sup>TH</sup> ANNUAL GENERAL MEETING:**

Pursuant to Rule 21.1.2 of the Bowls New Zealand Constitution, the business to be transacted at the Annual General Meeting shall include:

- a) Confirmation of the Minutes of the previous years' Annual General Meeting.
- b) Receiving the Board's Report for the year ended 30<sup>th</sup> day of June together with a Statement of Income and Expenditure and audited Statement of Accounts of Bowls New Zealand for the Financial Year.
- c) Receiving the Auditor's Report on the Accounts of Bowls New Zealand for the preceding Financial Year.
- d) The election of a President and Delegates Elected Member (every third year or as a vacancy arises).
- e) The appointment of any vacancies for the Members of the Board of Bowls New Zealand.
- f) Recording the Board's decision for the annual affiliation fee in accordance with Rule 12.1 of the Constitution.
- g) The appointment of an Auditor for the next Financial Year.
- h) The appointment of a person to the Board Selection Panel and a Deputy.
- i) Considering and determining any Notice of Motion which propose alterations to the Constitution of which due and proper notice has been given.
- j) 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.
- k) Transacting such other business as the General Meeting deems appropriate.

### **NOTICES OF MOTION:**

#### **Rule 21.2.1**

In accordance with Rule 21.2.1; a Notice of Motion be submitted by the Board, or any Centre and must be received by the Chief Executive by 30<sup>th</sup> June prior to the Annual General Meeting in order to be considered at that Meeting. Please forward to Mark Cameron [mark@bowlsnewzealand.co.nz](mailto:mark@bowlsnewzealand.co.nz).

### **AFFILIATION FEE 2022/23**

Rule 12.1(d) of the Bowls NZ Constitution states:

- d) The Membership Fee for each Club may only be altered by the Board, with effect from the Financial Year ending 30 June 2020, and for any Financial Year thereafter, in the following circumstances:
  - (a) where an increase in the percentage of the CPI occurs in the year from 30 June of one Financial Year to 30 June in the next Financial Year, the Membership Fee payable by all Clubs shall be increased by the same percentage as the CPI increase;

The CPI at 31<sup>st</sup> March 2023 was 6.7%.

### **NOMINATIONS FOR PRESIDENT AND DELEGATES ELECTED MEMBER**

Your attention is drawn to the provisions of **Rule 16** of the Bowls New Zealand Constitution.

### **Nominations for President and Delegates Elected Member will close with the Chief Executive on 1<sup>st</sup> July 2023**

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 to each nomination. Each nomination should be accompanied by an appropriate CV.

Nominations for the positions of President and Delegates Elected Member may be made by any Centre which may nominate any person.

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 to grow participation in the sport of bowls?
4. What experience do you have in governance – commercial and/or not for profit?

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

***Applications must be in writing and are required to be in the hands of the Bowls New Zealand Chief Executive Officer by 1<sup>st</sup> July 2023.***

## **NOMINATIONS FOR BOARD MEMBERS**

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

Bowls New Zealand seeks applications from interested individuals for two positions on the Bowls New Zealand Board. The application form for interested persons is attached. Information on Bowls New Zealand is available at [www.bowlsnewzealand.co.nz](http://www.bowlsnewzealand.co.nz) and within the Annual Report located under <https://bowlsnewzealand.co.nz/key-communications/>.

Sharon Rimmer and Nicole Simpson will be retiring by rotation but shall be eligible for reappointment at the AGM. These persons, along with the other serving Board Members, 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 hands of the Bowls New Zealand Chief Executive Officer by 15 June 2023.***

## **BOWLS NEW ZEALAND UMPIRES COMMITTEE**

Bowls New Zealand seeks applications from registered Umpires for up to five positions on the Bowls New Zealand Umpires Committee.

- The term of appointment is for two years.
- The term of appointment of the current Board Members (Michael Johnson, Helen Stallard, Sue Way, Sue Rossiter & Joan Wilson) 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 2023.

Yours faithfully,



**Mark Cameron**  
CEO, Bowls New Zealand

***Refer attached schedules.***

1. Board Director Application Form
2. Board of Directors Position Description
3. Presidents Application Form
4. Delegates Elected Member Application Form
5. Umpires Committee Application Form

Schedule One:

# **Bowls New Zealand**

## **Applications are called for Board Members**

Under Rule 17 of the Bowls New Zealand Constitution, the Board of Bowls New Zealand seeks applications from interested individuals for two positions on the Bowls New Zealand Board.

**Applications for Board vacancies will close with the Chief Executive on 15<sup>th</sup> June 2023**

Applications shall be in writing, signed by the applicant along with any such other information as the Board of Bowls New Zealand may request in respect to each application. Each application should be accompanied by an appropriate CV.

A copy of the Information pack is attached to the application form.

**Applicants Name in Full:** .....

Email: .....

Phone Number/s Home ..... Mobile .....

Home Address: .....

Suburb..... City/Town.....

Signed By (Applicant) .....

**I hereby consent to the above application:**

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Applications close 5pm on 15<sup>th</sup> June 2023 and are to be forwarded with the applicants signed form, CV, cover letter and any other information requested to: **Chief Executive Officer, Bowls New Zealand, P.O. Box 62502, Greenlane, Auckland 1546** or by email: [mark@bowlsnewzealand.co.nz](mailto:mark@bowlsnewzealand.co.nz)

Schedule Two:

## **BOWLS NEW ZEALAND**

### **BOARD MEMBER POSITION(S)**

<b>Organisation and details</b>	<p>Bowls New Zealand Bowls New Zealand Inc is the national governing body for the sport of lawn bowls in New Zealand and operates as a non-profit organisation.</p> <p>We are looking to appoint four board members, with broad business skills to help guide us through the challenges ahead.</p> <p>The sport is now a game for all ages and is played by over 131,000 participants.</p> <p>The sport is currently undergoing an exciting period of revitalisation attracting a broader range of participants and seeking to establish a strong sustainable club network.</p> <p>Bowls New Zealand has a board of seven directors that meets five times each year and by tele-conference as necessary. Two directors (President and Delegates Elected Member) are elected by the membership and five directors are appointed for three-year terms with retiring directors being eligible for reappointment.</p> <p>The directorships are unpaid but the return for involvement is the opportunity to 'make a difference' and to achieve great satisfaction by contributing to our long established sport.</p>
<b>Role(s) available</b>	Two positions for a three-year term.
<b>Particular skills/competencies sought</b>	<ul style="list-style-type: none"><li>• The ability to think strategically, i.e. able to see the 'big picture' and to drive the organisation towards the achievement of a challenging vision;</li><li>• A commercial perspective, i.e. strong general business skills;</li><li>• A marketing management background;</li><li>• HR skills with emphasis on change management;</li><li>• Abilities and connections that will add value to the Bowls NZ Board;</li><li>• An understanding of good governance and leadership, and</li><li>• Personal integrity. Police check may be carried out.</li></ul>
<b>Geographic considerations</b>	We prefer to have a geographic spread of directors, but this is not critical. Application closing date Applications close 15th June 2023.
<b>For further details nor to apply please contact</b>	Application forms and further information is available on our website at <a href="http://www.bowlsnewzealand.co.nz">www.bowlsnewzealand.co.nz</a> ; or email your interest in confidence to the CEO Mark Cameron – <a href="mailto:mark@bowlsnewzealand.co.nz">mark@bowlsnewzealand.co.nz</a>

Schedule Three:

# **Bowls New Zealand**

## **Nominations are called for: PRESIDENT (Male)**

Centres are invited to submit names of suitable Persons for the role of President of Bowls New Zealand as stated in **Rule 16** of the Bowls New Zealand Constitution.

### **Nominations for President will close with the Chief Executive on 1<sup>st</sup> July 2023**

Nominations shall be in writing, signed by the President or 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 to each nomination. Each nomination should be accompanied by an appropriate CV.

### **Attention is drawn to Rule 16.1.2**

The position of President and Delegates Elected Member shall at any time comprise one female and one male and will alternate between a female and male. In 2023, the President alternates to male, following Ann Wrights term as President 2021-2023.

We ..... (The Centre) nominate for the position of President of Bowls New Zealand:

Nominees Name in Full: .....

Email: .....

Phone Number/s Home ..... Mobile .....

Home Address: .....

Suburb..... City/Town.....

**I hereby consent to the above nomination:**

Signed (Nominee) .....

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**Nominating Centre:**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

**Nominating Centre President/Secretary**

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Nominations close 5pm on 1<sup>st</sup> July 2023 and are to be forwarded with the applicants CV, cover letter and any other information requested to: **Chief Executive Officer, Bowls New Zealand, P.O. Box 62502, Greenlane, Auckland 1546** or by email: [mark@bowlsnewzealand.co.nz](mailto:mark@bowlsnewzealand.co.nz)

Schedule Four:

# **Bowls New Zealand**

## **Nominations are called for: DELEGATES ELECTED MEMBER (Female)**

Centres are invited to submit names of suitable Persons for the role of Delegates Elected Member as stated in **Rule 16** of the Bowls New Zealand Constitution.

### **Nominations for Delegates Elected Member will close with the Chief Executive on 1<sup>st</sup> July 2023**

Nominations shall be in writing, signed by the President or 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 to each nomination. Each nomination should be accompanied by an appropriate CV.

### **Attention is drawn to Rule 16.1.2**

The position of President and Delegates Elected Member shall at any time comprise one female and one male and will alternate between a female and male. As the role of President will be male in 2023, the Delegates Elected Member shall be female.

We ..... (The Centre) nominate for the position of Delegates Elected Member of Bowls New Zealand:

Nominees Name in Full: .....

Email: .....

Phone Number/s Home ..... Mobile .....

Home Address: .....

Suburb..... City/Town.....

**I hereby consent to the above nomination:**

Signed (Nominee) .....

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**Nominating Centre:**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

**Nominating Centre President/Secretary**

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Nominations close 5pm on 1<sup>st</sup> July 2023 and are to be forwarded with the applicants CV, cover letter and any other information requested to: **Chief Executive Officer, Bowls New Zealand, P.O. Box 62502, Greenlane, Auckland 1546** or by email: [mark@bowlsnewzealand.co.nz](mailto:mark@bowlsnewzealand.co.nz)

Schedule Five:

# **Bowls New Zealand**

## **Applications are called for: Umpires Committee**

Under Rule 26 of the Bowls New Zealand Constitution, the Board of Bowls New Zealand seeks applications from interested individuals for four positions on the Bowls New Zealand Umpires Committee.

All applicants must be registered Umpires.

**Applications for Umpire Committee vacancies will close with the Chief Executive on 15<sup>th</sup> July 2023**

Applications shall be in writing, signed by the applicant along with any such other information as the Board of Bowls New Zealand may request in respect to each application. Each application should be accompanied by an appropriate CV.

**Applicants Name in Full:** .....

Email: .....

Phone Number/s Home ..... Mobile .....

Home Address: .....

Suburb..... City/Town.....

Signed By (Applicant) .....

**I hereby consent to the above application:**

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Applications close 5pm on 15<sup>th</sup> July 2023 and are to be forwarded with the applicants signed form, CV, cover letter and any other information requested to: **Chief Executive Officer, Bowls New Zealand, P.O. Box 62502, Greenlane, Auckland 1546** or by email: [mark@bowlsnewzealand.co.nz](mailto:mark@bowlsnewzealand.co.nz)