BOWLS NEW ZEALAND – AGM NOTICES

APRIL 2019

24TH ANNUAL GENERAL MEETING OF BOWLS NEW ZEALAND
The 24th Annual meeting of Bowls New Zealand will be held on Saturday 14th September 2019 at Carlton Cornwall Bowls, 126 Market Road, Epsom, Auckland, commencing at 10am. All interested stakeholders are invited to attend.

BUSINESS FOR 24TH 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 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 Vice President (every second year or as a vacancy arises).
(e) The appointment of any vacancies for the Members of the Board of Bowls New Zealand.
(f) Either recording the Board’s decision for, or approving the amount of, the annual membership fee and/or any special purpose Membership Fees in accordance with Rule 12.1 of the Constitution.
(g) The appointment of an Auditor for the next Financial Year.
(h) The appointment (if necessary) 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.
(i) 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.
(j) 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 30th June prior to the Annual General Meeting in order to be considered at that Meeting. Please forward to Mark Cameron mark@bowlsnewzealand.co.nz.

MEMBERSHIP FEE 2019/20
The following resolution was agreed by the Bowls New Zealand Board via email meeting on 5th April 2019.

"That the membership fee would increase by CPI as of 31st March 2019 in accordance with Constitution clause 12.1(e)."

That the membership fee for playing members for the 2019/2020 season will be set at $33.18 plus GST. The membership fee for students up to the age of age years who are in a full-time course of education to be $16.06 plus GST. The movements are in line with the annual CPI movement to 31st March 2019 of 1.5%

NOMINATIONS FOR PRESIDENT AND VICE PRESIDENT

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

Nominations for President and Vice President will close with the Chief Executive on 1st July 2019
Nominations shall be in writing, signed by the President and Secretary of the nominating Centre and shall contain the consent of the nominate, 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 Vice President 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 meeting.

A full copy of the Role and Responsibilities of the President is attached to this AGM notice, along with the nomination form for both President and Vice President.

**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 four positions on the Bowls New Zealand Board. Application form and Information Pack for interested persons is attached.

Tony Lepper, Craig Bruce and Allan Smith will be retiring by rotation but shall be eligible for reappointment. Brett O’Riley has resigned from his position on the board and will be replaced at the AGM.

These persons, along with serving Board Members and elected President and Vice President, 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 2019.*

**BOWLS NEW ZEALAND UMPIRES COMMITTEE**
Bowls New Zealand seeks applications from registered Umpires for the four positions on the Bowls New Zealand Umpires Committee.

- The term of appointment is for two years with the right of one or more reappointments.
- The term of appointment of the current Board Members (Helen Stallard, Michael Johnson, Ann Wright and Sue Way) 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 2019.*

Yours faithfully,

Mark Cameron

CEO, Bowls New Zealand
SCHEDULES ATTACHED

1. President Nomination form
2. Vice President Nomination Form
3. Board Member Application Form
4. Umpire Committee Application Form
5. Presidents Role and Responsibility
6. Board of Directors Position Description
7. Board Member Information Pack
Bowls New Zealand

Nominations are called for
PRESIDENT (Male)

Centre’s 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 1st July 2019

Nominations shall be in writing, signed by the President and Secretary of the nominating Centre and shall contain the consent of the nominate, 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 shall at any time comprise one female and one male and will alternate between a female and male.

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……………………………………………………

Signed (Nominee) ……………………………………………………………

I hereby consent to the above nomination:

________________________

Seconded by:

Name: __________________________ Name: __________________________

________________________

Signed: __________________________ Signed: __________________________

Nominating Centre President Nominating Centre Secretary

Nominations close 5pm on 1st July 2019 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
By Email: mark@bowlsnewzealand.co.nz
Bowls New Zealand

Nominations are called for

VICE PRESIDENT (Female)

Centre’s are invited to submit names of suitable Persons for the role of Vice President of Bowls New Zealand as stated in Rule 16 of the Bowls New Zealand Constitution

Nominations for Vice President will close with the Chief Executive on 1st July 2019

Nominations shall be in writing, signed by the President and Secretary of the nominating Centre and shall contain the consent of the nominate, 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 Vice President shall at any time comprise one female and one male and will alternate between a female and male.

We ………………………………………………………………………………………………… (The Centre)
Nominates for the position of Vice President of Bowls New Zealand.

Nominees Name in Full: …………………………………………………………………………………………………

Email: …………………………………………………………………………………………………

Phone Number/s Home …………………………… Mobile ……………………………

Home Address:………………………………………………………………………………………………

Suburb…………………………… City/Town………………………………………………

Signed (Nominee) …………………………………………………

I hereby consent to the above nomination:

_________________________  __________________________
 Signed: Nominating Centre President  Nominating Centre Secretary

_________________________  __________________________
 Signed: Name: __________________________

_________________________  __________________________
 Signed: Name: __________________________

Nominations close 5pm on 1st July 2019 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
By email: mark@bowlsnewzealand.co.nz
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 four positions on the Bowls New Zealand Board.

Applications for Board vacancies will close with the Chief Executive on 15th June 2019
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:

Applications close 5pm on 15th June 2019 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

By email: mark@bowlsnewzealand.co.nz
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 15th July 2019

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:

______________________________

Applications close 5pm on 15th July 2019 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

By email: mark@bowlsnewzealand.co.nz
ROLE AND RESPONSIBILITY OF PRESIDENT

1. **Election**
   - The President shall be elected annually at the Annual General Meeting of Bowls New Zealand for a term of two years (Rule 16.3 of the Bowls New Zealand Constitution).
   - The President shall be eligible for re-election (Rule 16.3 of the Bowls New Zealand Constitution).
   - Nominations for President shall be made in writing and be in the hands of the Chief Executive Officer by the 1st day of July in any year (Rule 16.1.3 of the Bowls New Zealand Constitution).

2. **Formal Duties**
   - To serve as a member of the Board of Bowls New Zealand (Rule 17.1 of the Bowls New Zealand Constitution).
   - To serve as a member of the Board Selection Panel (Rule 17.2.2 of the Bowls New Zealand Constitution).
   - To attend and represent the Board of Bowls New Zealand as agreed by the Board. This will include -
     i. Trans-Tasman annual competition.
     ii. Any other event agreed by the Board.
     iii. To be host at official functions and events and at the finals venue for the major Bowls New Zealand championship events. (The events and duration of same will be determined by the Board).
     iv. Note; it is not expected that the President will attend World Bowls, Commonwealth Games, Asia Pacific events if not held in New Zealand. However, if the President chooses to attend events outside New Zealand the Chief Executive Officer will, where possible, obtain accreditation for the President to attend (at own cost).
     v. To be the Bowls New Zealand representative at Club or Centre Jubilee or Centennial celebrations.

**Operational**
The President, Chair and Chief Executive Officer will consult on attendances at events and if agreement is not reached the Chair will discuss with the Board.

It is understood that the Vice President may deputise for the President whenever appropriate.
It is accepted that the role of President does not exclude that person from competing in events at which they represent the Board.

Prior to each Board meeting the President shall provide a report to the Chief Executive Officer on activities attended for inclusion in the Board papers.

Annually the President shall provide a report to the Chief Executive Officer for inclusion in the Bowls NZ Annual report.

It is expected that Bowls New Zealand will meet travel and accommodation expenses.

The President has a public relations role in explaining and supporting the policies of the organisation and in seeking feedback on any issues of concern currently facing the organisation.

**General Commentary**
The President's role is of a formal nature and representational nature, to act as Host for official functions coupled with the ability to be a member of the Board.
**Organisation and details**

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.

We are looking to appoint four board members, with broad business skills to help guide us through the challenges ahead.

The sport is now a game for all ages and is played by over 131,000 participants.

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.

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 Vice President) are elected by the membership and five directors are appointed for two-year terms with retiring directors being eligible for reappointment.

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.

**Role(s) available**

Four board appointed director positions. Two positions for a three-year term, one for a two-year term and one position for one year.

**Particular skills/competencies sought**

- 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;
- A commercial perspective, i.e. strong general business skills;
- A marketing management background;
- HR skills with emphasis on change management;
- Abilities and connections that will add value to the Bowls NZ Board;
- An understanding of good governance and leadership, and
- Personal integrity. Police check may be carried out.

**Geographic considerations**

We prefer to have a geographic spread of directors but this is not critical. Application closing date Applications close 15th June 2019.

**For further details nor to apply please contact**

Application forms and further information is available on our website at [www.Bowlsnewzealand.co.nz](http://www.Bowlsnewzealand.co.nz); or email your interest in confidence to the CEO Mark Cameron – mark@bowlsnewzealand.co.nz
BACKGROUND INFORMATION

For candidates applying for the position of Director - Bowls New Zealand Board

Updated April 2019
BACKGROUND;
THE SPORT OF BOWLS

Bowls New Zealand is the governing body for the sport of bowls in New Zealand and operates as a non-profit sports organisation. We are officially recognised as such by Sport New Zealand, World Bowls and the NZ Olympic Committee.

Bowls in New Zealand is a well established sport and over 100,000 people participate in the sport throughout New Zealand.

The Bowls NZ vision is “To be the best deliverer of sport into New Zealand communities”. Bowls New Zealand exists so that New Zealanders can participate in and enjoy the sport of bowls at any level – social or competitive.

We are a values based organisation. Our values are –
- Enjoyment of the game and each other
- Growth of the game and of ourselves
- Sharing the game and our resources
- Honouring the game and its people
- Success both on and off the green

Bowls New Zealand is committed to delivering a sport that is enjoyable, entertaining and accessible to all now and into the future.

In response to the challenges faced by many sports Bowls NZ has two key focus areas:

Firstly we will adapt and target our game to better meet the needs of those wanting to play bowls. This will create more opportunities to increase participation and grow revenue.

Secondly we will adopt a partnership approach to delivery. We will work with a range of partners best suited to deliver an affordable and enjoyable experience that we can all be proud of.

We are excited by the future, are preparing for the challenges and will be guided by our values.

Other Focus Areas
1. Provide leadership and build resources.
2. Produce champion athletes and coaches.
3. Promote and strengthen the bowls brand and its values.
4. Create opportunities for participation.
5. Deliver excellence via people, partnerships and facilities.

Board Appointments
The Bowls New Zealand constitution makes provision for 5 Directors to be appointed in addition to the President and Vice President who are elected by the membership at the Annual General Meeting.

These appointments made by a Selection Panel, are in response to the skills, experience and attributes sought for the effective governance of the organisation.
BASIC FACTS

Bowls New Zealand - the national sporting organisation
- $2.1 million turnover
- 9 employees
- Office situated in Penrose, Auckland
- 100,000+ participants
- 27 centres
- 483 clubs

Board Structure
- Seven members
- Five appointed and two elected
- Terms are for two years (president and vice president) and three years (appointed board members)

Board Commitment
- To govern, serving the collective interests of our stakeholders and
- accounting to them fully for the performance of Bowls New Zealand
- To carry out all obligations imposed on it by law
- Normally 5 meetings per year plus occasional telephone conference meetings
- To read and understand Board papers in advance of meetings
- To actively engage and contribute on all strategic issues
- To take part in any Board sub-committees they are appointed to

Benefits
- The opportunity to contribute to the ongoing success of the sport
- All Board positions are unpaid voluntary roles
- Costs of travel, meals and accommodation to board meetings, and telephone and other authorised out of pocket expenses are covered
To lead the organisation through the challenges ahead, Bowls New Zealand is looking to build on its governance capability and bring some new skill sets and expertise to the table:

- Strategic orientation, visionary
- Sound business development experience
- Access to potential sponsorship/funding avenues
- Marketing and/or sponsorship expertise
- Understands and has experience with governance at a commercial level and/or not-for-profit level
- Analytical and problem solving skills
- Ability to establish relationships and work as a team
- Informed and independent judgement
- Community and stakeholder influence and networks
- Financial literacy skills
- Integrity, accountability and commitment to collective responsibility
- Positive consideration given to those not from a bowls background

In assessing the applicants, consideration will be given to the attributes and skills already existing on the Board.

**BOARD APPOINTMENT PROCESS**

- Applications in writing to be received by the CEO no later than 15th June 2019
- Applications considered by the Board Selection Panel
- Board Selection Panel recommends to the September Annual General Meeting the best candidates for the available positions on the Board based on merit
STATEMENT OF STRATEGIC DIRECTION

To be the best deliverer of sport into New Zealand communities.

Bowls New Zealand exists so that New Zealanders can participate in and enjoy the sport of bowls at any level – social or competitive.
OUR GOALS

1
Increase community participation

2
Remain respected champions

3
Deliver targeted experiences working with capable partners
1. We will increase community participation by supporting our clubs to achieve their potential - Our desired outcome: a 20% overall increase in participant numbers by 2020.

2. We will remain respected champions by committing to our talent identification and high performance programs - Our desired outcome: To be a top 3 ranked world bowls country in World and Commonwealth events.

3. We will deliver great targeted experiences by working with willing and capable partners - Our desired outcome: To increase total revenue by 10% and increase investment in community bowls by 30%.

Our Strategic Plan has been developed so that Bowls New Zealand can guide the future growth and capacity of the New Zealand bowling community; by ensuring the relevance of bowls within our communities, is maximised.
To complete a census of all bowling clubs; establishing a clear statistical baseline for future growth.

To present Bowls New Zealand as a ‘listening’ partner to our 500+ clubs and 27 centres, in the delivery of bowls into our communities, by engaging directly with all clubs and centres on an annual basis (minimum).

To create an electronic database of bowling club participation (member and casual), through the introduction of a new CRM and the successful piloting of ‘welcome tablets’ in bowling clubs.

To significantly enhance how we communicate the bowls stories, through the introduction of a new website and Facebook, supported by correspondents from around New Zealand.

To co-ordinate the introduction of a short form game of bowls, through a televised league, inter-club competition and twilight social leagues.

To create a Bowls NZ online service that enables our clubs to promote their activities to a local electronic database.
RESPECTED CHAMPIONS

- To successfully implement a High Performance Plan, that enables success at future pinnacle events.
- To establish and document a talent ID programme, that in turn can be shared with key stakeholders.
- To review the Bowls New Zealand High Performance delivery model, post 2018 Commonwealth Games.
- To prepare and agree a new HPSNZ investment, leading to the 2020 World Championships in Australia.
PARTNERSHIPS

- To grow commercial revenues from the existing $100k base to $200k, through sponsorship and/or ‘rebate’ partnerships.
- To create Bowls NZ operational cost savings of $50k, through better supply agreements.
- To achieve the Sport NZ Governance Mark.
- To bring the accounting function back ‘in house’ at Bowls NZ.
- To review the roles and responsibilities of all Bowls NZ staff, ensuring we have the right delivery model to support the bowling community.
- To review selection criteria for annual awards and to establish an annual awards ceremony.
- To review and restructure the Bowls NZ tournaments at a national level.
- To establish a ‘summer of bowls’ calendar for the 2018/2019 season.
- To review and promote a more effective Bowls NZ levy/capitation model.
- To promote and support, ten (10) significant bowling club capital projects.