

## **Board of Directors – Nomination Form**

**Margaret River Busselton Tourism Association’s Board of Directors wish to advise three (3) positions, one of which is casual vacancy (ie 1 year term) will be declared vacant at the 2017 Annual General Meeting, and invite nominations from members interested in joining the Board.**

### **Background**

On 1<sup>st</sup> of July 2015 the Margaret River Busselton Tourism Association (MRBTA) was created with the merger of the Augusta Margaret River Tourism Association (AMRTA) and the Geographe Bay Tourism Association (GBTA). As per the MRBTA constitution, the affairs of the association have been managed during the initial Transitional Period by a Transitional Board, consisting of 9 Transitional Board Members.

As per Rule 10 of the constitution state, four members of the Transitional Board were required to retire at the 2016 AGM, while the remaining members of the Transitional Board are required to retire on or before the 2017 AGM.

Rule 11A also states, on, and from, the expiry of the Transitional period, the Board will consist of 9 members comprising of at least 6 elected members and up to 3 appointed members.

Following the resignation of four transitional Board members in 2016, a postal ballot was undertaken to elect replacement Board Members in accordance with rule 11. Janine Carter (Voyager), Peter Gordon (Equinox), Keith Warwick (Happs) and David Willcox (Common Ground Trails) were elected, by our members to the MRBTA Board of Directors for a period of 2 years.

At the 2017 AGM, the term of the remaining transitional Board Members will expire. That is, the positions held by Trent Bartlett (Chair), Clive Johnson (Deputy Chair/Mandalay), Glenn Callegari (Hillezeez), Jim Challis (Augusta Hotel), and Tony Pickworth(RAC of WA).

After careful consideration of what is best for the Association, the Board has decided to maintain a level of continuity by exercising its power to appoint three positions. Trent Bartlett, Tony Pickworth and Glenn Callegari have therefore been invited to join the Board as appointed members at the 2017 AGM, for a period of 2 years. All three members bring valuable knowledge and skills to the table and we welcome their ongoing contribution.

The two positions held by Jim Challis and Clive Johnson will therefore be declared vacant at the 2017 AGM. Clive will be offering himself for re-election, however after more than seven years of service to the Boards of both MRBTA and AMRTA, Jim has chosen to retire.

Finally, the Board is also required to fill the casual vacancy created by the resignation of Keith Warwick earlier this year. Gene Hardy (Cape to Cape Explorer Tours) was appointed to fill this vacancy, but as per Rule 11 (H), nominations to fill this vacancy must be called at the next AGM. Furthermore, as per Rule 11(I) the member elected to fill this position is to have a term of one year (i.e. the duration of Keith’s two year term). Gene will also be offering himself for re-election.

As such, three vacancies on the MRBTA Board of Directors will be declared at the 2017 AGM. Two positions will have a term of 2 years, and 1 position will have a term of 1 year.

### **Who can be nominated?**

To be eligible for nomination, a person must be both a current financial member of MRBTA, and a financial member of MRBTA for at least 12 consecutive months prior to the election. There is no limit to the number of times a Financial Member may be elected.

The Board has identified a variety of desirable skills and personal attributes aligned to Association's stage of development and strategic direction that would enable newly elected board members to play an effective role in the governance of MRBTA. This criteria is outlined on the following pages. The board currently has a good spread of representation from different tourism business sectors within the region, with the exception of the arts and well-being sector.

### **How do I nominate?**

Nominations must be made using this form. The form must be signed by both the nominator, who must be a financial member, as well as the nominee who must consent to the nomination.

A Nominee Credentials Statement must also be completed and submitted electronically, along with a recent photograph of the nominee.

The Nominee and the Nominator can be the same person. Nominations must be received by 4.30pm on Thursday 5<sup>th</sup> October 2017

### **What happens next?**

If the number of nominations received is the same or less than the number of vacancies, the members nominated will be declared as duly elected members of the Board at the AGM.

If the number of nominations received is greater than the number of vacancies, a postal ballot will be conducted with the result declared at the AGM.

The Election will be a simple majority. The 2 candidates that receive the highest number of votes will be duly elected as a Board Member at the MRBTA 2017 Annual General Meeting for a period of 2 years. The candidate that places 3rd overall, will fill the casual vacancy for a period of 1 year.

Please note, the term of a Board Member is 2 years, and the AGM will be held on Thursday October 26<sup>th</sup>, 2017.



## Nomination Form

I, \_\_\_\_\_ of \_\_\_\_\_ wish to nominate  
**Nominator Name** **Nominator Business Name**

\_\_\_\_\_ of \_\_\_\_\_ to fill a vacancy  
**Nominee Name** **Nominee Business Name**

on the Margaret River Busselton Tourism Association Board of Directors

*Nominator Signature*

*Nominee Signature*

### Checklist

Nomination Form signed by Nominator

Nominee Credentials Statement attached

Nomination formed signed by Nominee

Photograph of Nominee Attached

### Notes

1. Nominations close at 4.30pm on Thursday 5<sup>th</sup> October 2017
2. Nominations can be received by fax, email, mail or in person and should be addressed to the Public Officer  
Fax: 9757 3287 Email [secretary@margaretriver.com](mailto:secretary@margaretriver.com) Mail/In Person: 100 Bussell Highway, Margaret River WA 6285
3. The nominee must be a current financial member of MRBTA, as well as a member for at least 12 consecutive months immediately prior to the election
4. The nominee and the nominator can be the same person
5. Nominees are required to submit a brief 300 word Nominee Credentials Statement and a recent photograph with this form
6. The 2 candidates that receive the highest number of votes will be duly elected as a Board Member at the MRBTA 2017 AGM for a period of 2 years. The candidate that places 3rd overall, will fill the casual vacancy for a period of 1 year.
7. The AGM will be held on Thursday 26<sup>th</sup> October 2017

### **Office Use Only – Certificate of Receipt**

I certify that the nomination form was received at \_\_\_\_\_ (time) on \_\_\_\_\_ (date) and the nominee has been a financial member of MRBTA for at least 12 months

Signed \_\_\_\_\_  
*Steve Harrison, Public Officer*

## Nominee Credentials Statement

Each candidate must provide a Nominee Credentials Statement with the completed Nomination Form. If a candidate does not provide a profile, then the nomination will not be accepted.

The Nominee Credentials Statement should outline why the nominee believes they are suitable for election to the Board and may address the criteria considered to be desirable in the attached skills and attribute matrix. Nominee Credentials Statements will be forwarded to all members with postal ballots should an election be required.

### Format and Content

- Candidates should outline their expertise and the attributes they will bring to the Board.
- Must be confined to information concerning the candidate and their interest and suitability for appointment
- A4 format, maximum of 300 words in Georgia size 10 font excluding the candidate's name
- To be provided electronically by email in a Microsoft Word document that has been spell checked and word counted.
- Must include a recent (i.e. less than one year old) colour photograph of the candidate only, submitted electronically by email as a scanned jpegs (.jpg) at a minimum of 300 dpi.
- Hard copy photos will also be accepted, and will be scanned and cropped at the discretion of the Public Officer. Please note, photos will not be returned to candidates

### Please note

- If the Public Officer is not satisfied that Nominee Credentials Statement complies with the Rules as outlined above, the Statement will be returned to the nominee with an explanation outlining the reasons for its return.
- A nominee fails to provide a Nominee Credentials Statement, if the nominee:
  - Fails to submit an amended Nominee Credentials Statement within the reasonable time specified by the Public Officer, or
  - Submits an amended Nominee Credentials Statement that, in the opinion of the Public Officer, does not comply with the requirements.
- The nominee will be given reasonable time to submit an amended Nominee Credentials Statement
- The Public Officer is not required to verify or investigate any information included in a Nominee Credentials Statement. Credentials Statements will be checked for accuracy regarding any information about MRBTA.
- The Public Officer takes no responsibility for the accuracy of the content but may suggest corrections to spelling or grammar where appropriate.
- A disclaimer concerning the accuracy of the information contained in the Nominee Credentials Statement will be published with the profiles.
- Should you be elected to the MRBTA Board of Directors, you will be required to provide a Certificate of Police Clearance.

### Queries

Any queries regarding the content, format, or method of submitting a Nominee Credentials Statement must be directed to the Public Officer prior to submitting the nomination.

Phone: 9757 5904 Email [secretary@margaretriver.com](mailto:secretary@margaretriver.com)  
Mail/In Person: 100 Bussell Highway, Margaret River WA 6285

## Nominee Credential Statement

**Name:**

***Position:***

***Business Name:***

Photo

<insert content here>



## Board Member – Desirable Skills and Attributes

### Collective Skills

Skill area	Description
<b>Strategy</b>	Ability to think strategically and identify and critically assess strategic opportunities and threats and develop effective strategies in the context of the strategic objectives of MRBTA, Regional Tourism as well as State and National Tourism policies and priorities.
<b>Policy development</b>	Ability to identify key issues and opportunities for Local Tourism Organisations within the Western Australian Tourism Industry, and guide the development of appropriate policies to define the parameters within which the Association should operate.
<b>Risk and compliance oversight</b>	Ability to identify key risks to the Association in a wide range of areas including legal and regulatory compliance, and monitor risk and compliance management frameworks and systems.
<b>Financial performance</b>	Qualifications and or business owner experience in accounting and/or business finance and the ability to: <ul style="list-style-type: none"> <li>• analyse key financial statements</li> <li>• critically assess financial viability and performance</li> <li>• contribute to strategic financial planning</li> <li>• oversee budgets and the efficient use of resources</li> <li>• oversee funding arrangements and accountability</li> </ul>
<b>Information technology strategy and governance</b>	Knowledge and experience in the strategic use and governance of information management and information technology, particularly in the context of social media, the collection of tourism data, and including personal information privacy and security risk management.
<b>Executive management</b>	Experience at an executive level including the ability to: <ul style="list-style-type: none"> <li>• appoint and evaluate the performance of the CEO and senior executive managers</li> <li>• oversee strategic human resource management including workforce planning, and employee and industrial relations</li> <li>• oversee large scale Association change.</li> </ul>
<b>Commercial experience</b>	A broad range of commercial/business experience, preferably in the small to medium enterprise context, in areas including communications, marketing, branding and business systems, practices and improvement.
<b>Legal</b>	Ability to assume a directors' responsibility involving the skilled oversight of compliance with numerous laws as well as possessing understanding an individual director's legal duties and responsibilities
<b>Prior Industry Board Experience</b>	Board members should have well regarded prior or current board member experience and have completed formal training in governance and risk
<b>Tourism Related Experience</b>	Knowledge and experience in tourism or related industries.
<b>Political Stakeholders</b>	Understanding of the political environment and how to establish effective relationships with government (state and local) and opposition parties

## Industry Skills

Skill area	Description
<b>Ownership or Business Interest</b>	Ownership or business interest in tourism related businesses or organisations in the LTO area (NB: MRBTA will also consider whether it is feasible and appropriate to have Board representation from Local Government or Tourism Related Bodies)
<b>Local tourism policy, planning and delivery</b>	Knowledge, experience and networks in tourism including tourism policy, community tourism and well-being, tourism industry needs assessment, social determinants of tourism, tourism planning, resource allocation and service delivery.
<b>Tourist destination governance</b>	Knowledge and experience in destination governance, sustainability, safety and quality standards of service delivery in tourism, and associated performance measurement and reporting.
<b>Community and stakeholder engagement</b>	High level reputation and networks in the local community including with tourism industry and community members (consumers) and related Associations as well as local government officials, and the ability to effectively engage and communicate with those stakeholders.

## Sector Representation

Skill area	Description
<b>Accommodation</b>	Encompassing Resorts, Hotels, B & B, Caravan and Camping Parks
<b>Wineries</b>	Encompassing Wineries
<b>Food &amp; Beverage</b>	Encompassing Restaurants, Cafes, Breweries, Primary Producers with Retail
<b>Arts &amp; Wellbeing</b>	Encompassing all creative arts industries and health and wellbeing businesses
<b>Active &amp; Adventure</b>	Encompassing all outdoor experience operators
<b>Retail</b>	Encompassing all non-produce retailers and market operators
<b>Tourism Bloggers</b>	Encompassing professional social media bloggers related to the SW Tourism industry
<b>Tourism Organisation</b>	Encompassing other Tourism bodies, Associations or Industry Affiliations

## Personal Attributes

Attribute	Description
<b>Integrity (ethics)</b>	A commitment to: <ul style="list-style-type: none"> <li>understanding and fulfilling the duties and responsibilities of a Board member, and maintaining knowledge in this regard through professional development</li> <li>putting the Associations' interests before any personal interests</li> </ul>
<b>Effective listener &amp; communicator</b>	The ability to: <ul style="list-style-type: none"> <li>listen to, and constructively and appropriately debate, other people's viewpoints</li> <li>develop and deliver cogent arguments</li> <li>communicate effectively with a broad range of stakeholders.</li> </ul>
<b>Constructive questioner</b>	The preparedness to ask questions and challenge management and peer Board members in a constructive and appropriate way
<b>Contributor and team player</b>	The ability to work as part of a team, and demonstrate the passion and time to make a genuine and active contribution to the Board and the Association
<b>Commitment</b>	A visible commitment to the purpose for which the Association has been established and operates, and its on-going success
<b>Influencer &amp; negotiator</b>	The ability to negotiate outcomes and influence others to agree with those outcomes, including an ability to gain stakeholder support for the Board's decisions
<b>Critical &amp; innovative thinker</b>	The ability to critically analyse complex and detailed information, readily distill key issues, and develop innovative approaches and solutions to problems
<b>Leader</b>	Innate leadership skills including the ability to: <ul style="list-style-type: none"> <li>appropriately represent the Association</li> <li>set appropriate Board and Association culture</li> <li>make and take responsibility for decisions and actions.</li> </ul>
<b>Gender</b>	Relatively equal gender representation should be sought for the Board to reflect gender diversity in the local community and given that gender diversity has been positively correlated with performance.
<b>Geographic and cultural diversity</b>	Local Tourism Organisations are designed to have a strong link to their local community and respond effectively to local needs. Therefore, the Board should ideally have equitable local representation from the geographical spread of the region. Where possible, cultural diversity on the Board should be reflective of the cultural diversity in the local community, for example, Aboriginal and Torres Strait Islander representation.
<b>Age</b>	Some age diversity should be sought among Board members to bring different generational perspectives to the Board's deliberations.
<b>Previous Board experience</b>	The Board should collectively comprise Board members who demonstrate competence and experience at Board level and/or who have completed formal training in Board membership/governance.