



# MEMORANDUM

<b>DATE:</b> August 18, 2017	<b>STATUS:</b> High
<b>TO:</b> Gymnastics NZ - Member Clubs - Associate Members - Board Members - Life Members	<b>FROM:</b> CEO – GymSports NZ
<b>CC:</b>	<b>ATT:</b>
<b>RE: Notice of Special General Meeting – 28th September 2017</b>	<b>NOTE:</b>

Dear Members,

Due to the recent resignation of an Elected Board Member, Eugen Trombitas, notice is given that a Special General Meeting (SGM) of Gymnastics New Zealand (trading as GymSports New Zealand Incorporated) will be held on **Thursday 28<sup>th</sup> September**.

For the purpose of a Board Member election, members will not be required to attend the SGM in person. Election will take place on 28<sup>th</sup> September via an electronic link where members will have the opportunity to vote and respond to recommended nominations.

Where a Casual Vacancy arises six months or longer from the next scheduled AGM (May 2018), Clause 15.8 of the Constitution states that the Board reserves the right to seek a replacement within a timeframe deemed appropriate. As the Board are entering a crucial period in the strategic planning phase of the 2018 budgeting process, full Board representation with expert guidance in the area of finance is a priority.

The timeline leading up to the SGM will therefore be -

- Member nominations to be received by 5.00 pm Friday 15<sup>th</sup> September
- Board Appointment Panel Recommendations to CEO by Wednesday 20<sup>th</sup> September
- Notification of recommendations to members by Friday 22nd September
- Voting via electronic link by 5.00 pm Thursday 28<sup>th</sup> September

The counting of votes will be by a Gymnastics NZ Board member, independent person and overseen by a scrutineer.





## Call for Nominations

The Board Appointments Panel (BAP) is calling for nominations from suitably qualified candidates to fill **one Elected Board Member position** for the Gymnastics NZ Board.

### The following rules apply to all nominations forwarded to the BAP:

- Nominations may only be made by Member Clubs/Organisations
- All nominations must use the attached nomination form.
- All nominations must be submitted to the national office to the attention of the Chair, Board Appointments Panel.
- All nominations must be received by **5.00 pm Friday 15<sup>th</sup> September 2017**.
- Nominations received after this date, and time will be ineligible for consideration.
- Rule 15.6 of the constitution outlines the eligibility requirements for all nominations.

Nominations must be submitted using the following – [Nomination Form](#).

The BAP will complete a full assessment of each nominee received. This assessment will include undertaking enquiries and holding interviews with nominees. The assessment of each nominee by the BAP will include but not be limited to the following factors:

- financial and risk management (ideally an accountancy background/Chartered Accountant status);
- strategic planning and stakeholder focus;
- experience as a director, trustee, or in other governance roles;
- experience and skills (commercial or non-commercial) in the following fields, finance, marketing, law;
- knowledge and experience as a member of the Gymsports community.

The **Board Appointments Panel will make a recommendation to the Chief Executive** as to whom it considers would best suit the positions for consideration and election by the Delegates at the meeting.

It is suggested that Member Clubs circulate this Memo widely to all their members.

Regards,

**Tony Compier**  
CEO – Gymnastics NZ

