

## MEMORANDUM

**DATE:** March 15, 2024

**TO:** All Member Clubs

**CC:** Gymnastics New Zealand Board; National Office Staff; Honours Committee

**RE:**

Vacancies for Elected positions on the Gymnastics NZ National Board  
Nominations for Life Membership; Meritorious and National Service Awards

Dear Members,

The Board Appointments Panel (BAP) is calling for nominations from suitably qualified candidates to fill **three Elected Board Member positions** for the Gymnastics NZ Board, all of which will become vacant as of the 2024 AGM, to be held virtually at 7pm on Thursday 13 June 2024.

Under the Terms of the Constitution, the current Board Members are eligible for re-election for a further term.

**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 **5.00pm Tuesday 7th May 2024**
- 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– the regulation can be found [HERE](#).

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

- their knowledge, experience, and participation as a member of the gymnastics community.
- their prior experience as a director, trustee or experience in other governance roles.
- their knowledge of, and experience in sport generally and in particular, community sport.



- their experience and skills (commercial or non-commercial) in the following fields, finance, marketing, law or business generally.
- Strategic ability and stakeholder focus.

The Board Appointments Panel will make a recommendation to the AGM as to whom it considers would best suit the positions for consideration and election by the Delegates via online voting in advance of the meeting.

### Delegates

Member Clubs and Associate Members must appoint one Delegate (to attend in person) or an Alternative Delegate (to vote on the clubs behalf) at the AGM and must notify the Gymnastics NZ Chief Executive of their Delegate by no later than **5.00pm Tuesday 7th May 2024**. Delegate forms will be circulated **three weeks** before the AGM through the Gymnastics NZ weekly newsletter and the relationship management team.

Note: No Board Member or employee of Gymnastics NZ may act as a Delegate. An individual may act as a Delegate for more than one Member Club or Associate Member. See Rule 17.14 of the Gymnastics NZ Constitution – the regulation can be found [HERE](#).

### Life Membership, Meritorious and National Service Awards to Gymnastics NZ

Nominations are also being called for Life Membership, Meritorious and National Service Awards to Gymnastics NZ.

The National Service Award is awarded to persons who have given service to the sport of GymSports or any Gym Sport or national volunteer service above and beyond the criteria of a Service Award.

The Meritorious Award is awarded to persons who have given service to gymnastics warranting recognition beyond that provided for in Service Awards.

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

- Nominations may only be made by Member Clubs/Organisations
- All nominations must use the relevant attached nomination form.
- All nominations must be submitted to the national office, and
- All nominations must be received by **5.00pm Tuesday 7th May 2024**
- Nominations received after this date, and time will be ineligible for consideration.
- Rule 11.2 and 11.3 of the General Regulations outlines the eligibility requirements for National Service Awards and Meritorious Awards respectively – the regulation can be found [HERE](#).



All Life Membership nominations must be accompanied by a curriculum vitae and with the support of at least two referees or two written references.

All nominations will be referred to the Honours Committee for consideration. Those nominations deemed acceptable based on the criteria set out in the Constitution, will be recommended to the Delegates at the forthcoming AGM.

### **Other Business**

Any other items of business must be submitted to Gymnastics NZ no later than **5.00pm Tuesday 7th May 2024.**

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

Kind regards,



**Andrea Nelson**  
Chief Executive  
Gymnastics New Zealand

