

AGM Nominations Process

It is of utmost importance that as members of the executive committee of the Underwater Rugby Australia (UWRA) that we champion an impartial and equitable environment for all members, sponsors and organisations that we are working with and are seen as an organisation that is open, transparent, fair and approachable.

At the AGM (annual general meeting) all management committee members are required to retire from office and the positions opened for nomination.

The **AGM Nomination Process** is as follows:

1. Candidates nominate themselves by Completing and submitting the **MD-002 Offer for Nomination Form** to the present UWRA secretary on or before the AGM (via email or in person);
2. At the AGM, nominate themselves on the **UWRA AD-0016 (AGM Nomination Form)** document and;
3. Ensure the nomination on the document is seconded by another person willing to confirm their nomination to the specific role.

The Management Committee consists of the following positions, and must be voted on at the AGM. These positions will be effective from the date of the AGM:

CHAIRMAN	TREASURER	SECRETARY	CLUB DELEGATES
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There are also "Special Roles" that can be filled by UWRA members (including committee members). Members in these roles are encouraged to partake in committee discussions and meetings but DO NOT have a vote on the committee. Selection for these roles will be decided by the Management Committee after the AGM:

NATIONAL TEAM MANAGER	NATIONAL TEAM COACHES	NATIONAL TEAM SELECTION PANEL	CHIEF REFEREE
MEDIA OFFICER	IT OFFICER		

Nomination for management committee members and special roles is open to all UWRA members with role descriptions and conditions set out in the By-Laws (Ver 1.05) and available to all members on written request.

1. Nominations for Club Representatives, Chairman, Secretary, Treasurer, and other volunteer roles will be for a period of 1 year.

2. Person's nominating for Chairman's role must have served for at least 1 year on the UWRA executive in the past 5 years.
3. Nominations for National Team Coach (Men & Women), NT Manager and Chief Referee will be for a period of 2 years.

Details of the Nomination and Selection Process:

1. The member will be required to complete an **OFFER FOR NOMINATION FORM MD-002** and then send it to the UWRA secretary (Sophie Lamande) by email s.k.lamande@gmail.com or provide a hard copy to an executive or committee delegate of the [UWRA Commission](#)
 - a. On this form, the member will be required to provide their personal details, identify the ROLE they are nominating themselves for and provide a brief description of their skills and expertise.
 - b. Should additional or supporting evidence be available they may attach this information, photos or documents to the form.
2. After the AGM, the management committee will meet and vote on the various special roles that members selected on the **2017 AGM Nomination Form (UWRA AD-0016)**.
3. The UWRA will have up to **30 calendar days** after receipt of an official "OFFER FOR NOMINATION" notification to appoint a delegate/committee to consider the matter **confidentially** and reply to the nominating party in writing of their decision.
4. Should the decision for the "OFFER FOR NOMINATION" be required to take longer than **30 calendar days** then the UWRA will inform the nominating party of the latest date of the expected decision with a brief explanation of why the decision will be delayed.
5. Once the nominating party has received the executive committee's decision, the nominating party will have up to **7 calendar days** to accept or decline the appointment.
6. In the case where the nominating party disputes the UWRA executive committee's decision they can lodge a grievance application on Form **UWRA MD-003 Grievance Notification Form** and follow the prescribed process.