



## 2017 AGM NOMINATION FORM

### Hidden Valley Drag Racing Association

- PRESIDENT (1 YEAR TERM)

As per requirements under Hidden Valley Drag Racing Constitution Section 35

(Name) \_\_\_\_\_

is hereby nominated for the position of

**PRESIDENT**

on the Hidden Valley Drag Racing Association Committee.

Nominator's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Seconders Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Persons are prohibited from being on the Hidden Valley Drag Racing Association if they are insolvent under administration or

Have been convicted of:

- an offence in relation to promotion, formation or management of body corporate
- serious offence involving fraud or dishonesty
- an offence against the Associations Act

Nominee's Acceptance (signature) \_\_\_\_\_

Date \_\_\_/\_\_\_/2016



## **JOB DESCRIPTION AND SELECTION CRITERIA - HVDRA President**

<b>Job Title:</b>	<b>HVDRA President</b>
<b>Designation:</b>	<b>Committee Member</b>
<b>Status:</b>	<b>Voluntary position</b>
<b>Tenure:</b>	<b>1 year renewable</b>
<b>Responsible to:</b>	<b>MotorSports NT Board</b>

### **Primary Objective**

As President of the Committee, develop the operational capability and the strategic framework of HVDRA to respond to future needs and take responsibility for developing services and implementing appropriate programs. Manage, direct and provide leadership to the MotorSports NT Executive.

### **Key Responsibilities**

1. Responsible for considering the future environment and needs of HVDRA, identifying future challenges and developing forward plans to address these issues.
2. Initiate, lead, manage and implement strategic change projects to build the operational capacity of the HVDRA.
3. Analyse the Capability needs of the HVDRA and develop innovative solutions to issues.
4. Provide advice to the Committee on policy and other issues relevant to the development of the operational capability of HVDRA.
5. Oversee the Administrative support functions for the HVDRA and preside at all meetings of HVDRA Committee meeting and General Meetings.
6. As President and part of the Executive management team for the HVDRA contribute towards the overall strategic direction of the HVDRA as a whole.
7. Ensure adherence to HVDRA Governance and Policy guidelines.
8. Requirements under HVDRA Constitution Section 35 (See below)

### **Essential skills**

Must be able to demonstrate –

1. High level strategic management and leadership skills capable of engaging a diverse range of people to work successfully towards achieving the objectives of the HVDRA.
2. Extensive knowledge of contemporary motor sport issues in the Northern Territory.
3. High level strategic, conceptual, analytical and collaborative skills including the ability to interpret and manage the social, political and organisational environment.
4. Highly developed political and cross cultural awareness skills.
5. High level strategic oral and written communication skills and an effective networking capability.
6. Good public speaking and presentation skills.

### **Desirable**

1. Tertiary qualifications in a relevant discipline
2. Prior experience in senior Committee positions

### **Estimated Time Commitment Required**

The estimated time commitment required as president is 10 hours per week.



**Reference HVDRA constitution.**

**35. President and Vice President**

- (1) Subject to subclauses (2) and (3), the President must preside at all general meetings and committee meetings.
- (2) If the President is absent from a meeting, the Vice-President must preside at the meeting.
- (3) If the President and the Vice-President are both absent, the presiding member for that meeting must be:
  - (a) a member elected by the other members present if it is a general meeting; or
  - (b) a committee member elected by the other committee members present if it is a committee meeting.
- (4) The President shall
  - (a) have authority to act for and on behalf of the Committee in any matter of such urgency that the Committee cannot be reasonably convened, but shall report the full circumstances of such action to the Committee at the first available opportunity;
  - (b) have the general control and supervision of the employees and/or agents of the Association and may suspend any employee or agent for the misconduct or neglect of duty until the next meeting of the Committee and appoint a substitute for the time being in place of the person so suspended;
  - (c) present a written report to each Annual General Meeting dealing generally with the position of the Association and the proceedings of the Committee;
  - (d) delegate officers, employees and/or agents appointed by the Committee to perform all tasks and duties as may be necessary to properly conduct the affairs, financial and otherwise, of the Association and to pursue its objects;
  - (e) The President shall represent the Association to Government, National Sporting Bodies and the Business Community.
  - (f) The President shall be the Association delegate to Motorsports NT or if unable to attend will appoint an alternate delegate to attend meetings.
  - (g) other duties include, supervise association activities, chair all meetings