

WELLINGTON CROQUET ASSOCIATION INC.

Nomination/Appointment of Executive Officer for **2024/2025**

NAME:

OFFICE:

Nominated by Club:

Signed by Club Officer:

Signed by Nominee:

who in accepting nomination;

- Acknowledges the **duties**/responsibilities of Office and;
- Confirms their eligibility for appointment.

Date:

Office & Key Responsibilities:

President - oversees the governance and operations of the Association and chairs General Meetings and Executive Committee meetings.

Secretary – facilitates communication between the Executive Committee, Croquet New Zealand (CNZ) and Affiliated Clubs, records minutes of General & Executive Committee meetings, maintains the Register of Members (Clubs, Officers, Life)

Treasurer – oversees Association finances, facilitates collection from Clubs, of levies and product sales on behalf of CNZ.

Tournament Coordinator – coordinates the Affiliated Clubs' combined programme of croquet tournaments and related activities.

Webmaster – maintains the Association's website.

Collective Duties/Responsibilities: See over.

Eligibility for Appointment and for the duration of the term of office:

- Must be 16 years of age or older
- Must be a financial member or a Life Member of an affiliated Club
- Cannot be an undischarged bankrupt
- Is not prohibited by the Incorporated Societies Act 2022 (section 47) from taking part in the management of an Incorporated Society.

Register of Nominee's Interests: See over.

Officers' Collective Duties/Responsibilities:

In addition to the duties specific to their roles, all Officers shall:

1. Act in good faith and in the best interests of the Association
2. Exercise powers for proper purposes only
3. Comply with the Act and the WCA's Constitution
4. Exercise reasonable care and diligence
5. Not create a substantial risk of serious loss to creditors
6. Not incur an obligation the Officer doesn't reasonably believe that the Association can perform

Register of Nominee's Interests:

The nominee shall list here any interests which could potentially be deemed to have an influence on Committee decision-making. For example:

1. Nominee's Croquet Club _____ Position Held _____
2. Nominee's family members who are also members of WCA Croquet Clubs

3. Officers shall declare, to the Committee, any other conflict of interests that may arise from time to time during their term in office. The Secretary will record any such conflicts below to maintain this document as a register of the Officer's Interests.
