Board and State Representative Positions

A guide for members thinking about nominating at the Annual General Meeting

ADG is run by players, for players. We support disc golf activity from any group in Australia, and every board member and state representative is a volunteer who gives their time to move the sport forward. This guide explains the positions filled each year at the Annual General Meeting (AGM), what each one involves, and how to put your hand up.

ADG also has committees that are appointed by the board at other times of the year. These are described in the separate **ADG Committees** guide.

Positions filled at the AGM

Group	Size	Focus
ADG Board	4 office holders, 3 directors and at least 2 general board members	Overseeing disc golf activity in Australia and implementing the strategic plan
State Representative Body	1 or 2 people from each state	The link between clubs and players in each state and the board

What we ask of everyone in these roles

Whether you join the board or represent your state, you'll be expected to:

- Act in the interests of ADG members and uphold a high standard of behaviour and integrity.
- Attend meetings, which are held online. The board meets monthly.
- Give at least **1 hour a week** of volunteer time to the organisation.
- Take part in discussions, decision making and putting policies into practice.
- Disclose any conflict of interest as soon as it arises (for example, holding a role in a club or state body, or having a financial interest in something ADG is deciding on).
- Keep sensitive matters confidential, and only speak publicly on behalf of ADG when the board has authorised it.
- Follow ADG's policies, including the Social Media Policy and Conflicts of Interest Policy, which are provided to everyone when they start.

> **Who can join the board?** Any individual aged 18 or over who is an ordinary (full voting) member of ADG. You can hold only one of the four office-holder positions (Chairperson, Deputy Chairperson, Secretary, Treasurer) at a time.

Board roles

The board is voted in by ADG members at each AGM. Under ADG's Rules of Association, the Chairperson, Deputy Chairperson, Secretary and Treasurer are the **office holders** of the Association and carry some formal legal duties. The director roles and general board members make up the rest of the board. Every board member has a vote on board decisions.

Chairperson

OFFICE HOLDER

The public face of ADG, providing leadership that moves the board's initiatives towards completion.

- Chairs board meetings and general meetings (including the AGM).
- Coordinates the overall work of the board.
- Works with the Secretary to plan the business for each meeting.
- Holds the deciding (casting) vote if a vote on a motion is tied.
- Makes sure meeting minutes are reviewed and signed off as correct.

Deputy Chairperson

OFFICE HOLDER

Supports the activities of the board and steps in for the Chairperson when needed.

- Chairs board and general meetings when the Chairperson is absent.
- Takes on the Chairperson's responsibilities until the next AGM if the Chairperson is unable to continue in the role.

Secretary

OFFICE HOLDER

Provides the administrative backbone of the board and looks after ADG's records and correspondence.

- Handles ADG's correspondence, including emails to members about the AGM, the Annual Report and notices of changes to the board.
- Prepares meeting notices and communicates upcoming meetings.
- Keeps full and accurate minutes of board and general meetings.
- Keeps records of ADG's policies and processes and an up-to-date copy of the Rules of Association.
- Maintains the register of members and the record of board members (unless the board authorises someone else to).
- Calls for nominations ahead of each AGM.

Treasurer

OFFICE HOLDER

Responsible for ADG's money: what comes in, what goes out and how it's recorded.

- Collects money owed to ADG, issues receipts and makes sure payments approved by the board are made on time.
- Keeps accurate financial records for accounting and audit purposes.
- Gives the board a financial report, balance sheet or statement at least quarterly.
- Coordinates the annual financial report presented to members at the AGM.
- Assists any auditor or reviewer of ADG's accounts.

Director of Competitions

BOARD DIRECTOR

Responsible for the ADG tour and events. Also sits on the Tournament Committee.

- Works with the Tournament Committee to coordinate the tour.
- Accepts event bids and registers events.
- Keeps records of players and results.
- Works to improve how events are run.

State Representative Liaison

BOARD DIRECTOR

The board's link to the State Representative Body.

- Coordinates the State Representative Body and its meetings.
- Communicates board decisions to the state representatives.
- Brings feedback and suggestions from the states back to the board.

Director of Communications

BOARD DIRECTOR

Coordinates how ADG talks to its members, the disc golf community and the media.

- Drafts key communications.
- Manages and moderates ADG's social media channels and website.
- Liaises with media producers to source content.

General Board Member

AT LEAST 2 ELECTED EACH YEAR

A flexible role for members who want to contribute to the board without a specific portfolio.

- Assists wherever needed to keep board activities running.
- Takes a full part in board discussions and votes.

State representatives

State representatives are the primary contact for clubs and players in their state, and the two-way link between local disc golf communities and the board. Each state has 1 or 2 representatives, preferably from different clubs.

- Meet online with other state representatives to share ideas and hear what the board is working on.
- Look after their state's list of affiliated clubs and ADG's Certificate of Currency.
- Coordinate the Tournament Director (TD) mentoring program in their state.

See the **State Representative information sheet** for full details.

How to nominate

Board positions

When	What happens
At least 42 days before the AGM	The Secretary emails all members calling for nominations and confirming the closing date.
At least 28 days before the AGM	Nominations close. Send your written nomination to the Secretary, naming the position you're nominating for (one office-holder position, or general board member), together with a statement of support from another ADG member.
At least 14 days before the AGM	Members receive the AGM notice, which lists everyone who has nominated.
At the AGM	Positions with one nominee are declared elected. Contested positions are decided by a vote of ordinary members. If a position has no nominees, the meeting chair may call for nominations from the floor.

State representative positions

State representatives are also confirmed at AGM time. Look out for the call for nominations ahead of the AGM, or contact the State Representative Liaison to express your interest. If your state has its own disc golf body, speak with them too, as they choose one of the representatives for your state.

Good to know

- **Term:** positions run until the next AGM, and you can nominate again.
- **Mid-year vacancies:** if a board position becomes vacant during the year, the board can appoint an eligible member to fill it. If you're interested, let us know at any time.
- **Attendance:** a board member who misses 3 consecutive board meetings without letting the board know they can't attend ceases to be a board member.
- **Resigning:** you can step down at any time by giving written notice to the Secretary.

Interested? Have questions?

Contact the ADG Secretary through the ADG website. We're always happy to talk through what a role involves before you nominate, and to connect you with the person currently doing it.

This guide summarises ADG's board position descriptions and Rules of Association (2019). Where there is any difference, the Rules of Association apply.