

CANDIDATE INFORMATION

Congratulations on nominating for the Board of Directors of CHRG, Castle Hill RSL Group. Comprising of Castle Hill RSL Club, Club Parramatta and Lynwood Golf and Country Club and I wish you every success. Please read the following so you understand the process.

- Nomination forms are available at Castle Hill RSL, Club Parramatta and Lynwood Golf and Country Club reception/s between Monday 8th August 2022 and Friday 2nd September, 2022. Nomination forms are also available on our website www.chrg.com.au. Nominations close 4.00pm Friday 2nd September.
- It is the candidate's responsibility to ensure the Proposer and Seconder are financial Category # 1 members of Castle Hill RSL Club Ltd. If a candidate needs assistance in contacting an eligible Proposer and Seconder please enquire at reception.
- Nominees must be either a Category #1 member or Category #2 member (non sub-Branch member) for a minimum of three (3) continuous years as at the date of nomination to the position of Director - Monday 8th August 2022.
- A maximum of three (3) category #2 members (non-sub-Branch members) are eligible to be elected to the Board of Directors if the candidate/s poll amongst the nine (9) highest polling candidates.
- The Nominee is solely responsible for placing the completed nomination form in the locked receptacle in the foyer of Castle Hill RSL, Club Parramatta and Lynwood Golf and Country Club and provide a suitable photograph to be reproduced on the electronic ballot paper. This photograph may be emailed to Christine Duffy - duffyc@chrg.com.au.

- Ballot draw for Directors will be conducted by the independent Returning Officer on Friday 2nd September 2022 after 4.00pm and after all Nominees, Proposers and Seconders have been validated for eligibility. Candidates are eligible to attend the ballot.
- Voting will commence electronically internally at Castle Hill RSL, Club Parramatta and Lynwood Golf and Country Club on Monday 19th September 2022 (approximately six (6) weeks prior to the Annual General Meeting) by use of electronic terminals in each of the abovementioned venues. AGM Notices and Ballot security pin numbers will commence distribution through Australia Post prior to Thursday 29th September 2022 (27 days prior to AGM and within the statutory 21 days required). The club can't be held responsible for any delays experienced by Australia Post.
- Members can vote from Monday 19th September 2022 by swiping their membership card at the voting terminals at the reception of Castle Hill RSL, Club Parramatta or Lynwood Golf and Country Club, otherwise members will need to wait until they receive their ballot security PIN after 29th September 2022 in order to vote remotely.
- Voting closes Friday 21st October 2022 at 4.00pm.
- Votes counted Friday 21st October 2022 by Independent Returning Officer, Mr. Phil Lewis – Elections Australia and candidates notified prior to close of business of the election result Monday 24th October 2022.
- General members notified of election result Tuesday, 25th October 2022 at the Annual General Meeting of the Castle Hill RSL Club Ltd in the Sovereign Room.

NOTE: The Election will be conducted by Independent Returning Officer Mr. Phil Lewis – Elections Australia.

DIRECTOR'S COMMITMENTS

- Directors are required to complete the Australian Institute of Company Director course.
- Directors are expected to complete various industry related courses, including but not limited to, Responsible Service of Alcohol, Responsible Conduct of Gaming, Prevention of Money Laundering and Anti-Terrorist Financing.
- Board Meetings are held monthly commencing at 5pm.
- Special Board Meetings can be called as necessary and depending on requirements, these can be quite frequent.
- Directors are expected to attend 2-3 Strategic Planning Sessions per year which are generally run over two days and may be held off site.
- Industry Associations such as ClubsNSW and RSL & Services Clubs hold annual 2-3 day conferences. These conferences are usually attended by a delegation of Directors as part of Director's professional development.
- Directors will be required to attend, from time to time, internal and external community events as part of the group's role in the community.

