



# APPLICATION FOR ELECTION TO OFFICE

Election to office Process

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**A:** 99 Douglas Street, Timaru

## Application for Election to office at Timaru T&C Club Inc.

Personal Information Sheet

### Eligibility

Check eligibility with the Clubs Constitution depending on role standing for election in:

- A New Zealand Citizen or hold resident status
- A financial member of the Club
- Meet the Election criteria under the Club's constitution & Bylaws –
- Minimum 2yrs + President or Vice – have served on committee for minimum of 12 months.
- Acceptance of a Criminal Record Check

### Note

For more information on the committee and board application for election process and criteria, please contact the Returning officer at the Club's registered office or ask at reception.

## Application for election to an Office at Timaru T&C Club Inc.

### Eligibility

I meet all eligibility requirements: Yes / No

### Office Standing for Election in:

- ☐ President
- ☐ Vice President
- ☐ Committee / Board





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## Applicant

---

First Name

Last Name

---

Address

Unit Number

Town

Postal Code

---

Telephone

Home

Cell

---

Email Address

## Questionnaire

1. Are you able to attend daytime or evening meetings as required?

Yes ☐ No ☐

2. Have you previously served on Timaru T&C Club committees or Boards?

Yes ☐ No ☐

3. Have you previously served on any other relevant Committees or Boards ?:

Name & Role: \_\_\_\_\_

Name & Role: \_\_\_\_\_



**CLUBS**  
NEW ZEALAND INC

SOUTH CANTERBURY  
**RSA**



**HIGHFIELD**



**BOWLS**  
NEW ZEALAND



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4. Tell us why you would like to be elected to the office indicated.

5. The following is a list of specific skills/knowledge that are considered to be assets (although not requirements) for committee or board service. Please indicate your level of knowledge/familiarity with each: (checkboxes)

| Knowledge/experience with:             | Extensive                | Some                     | None                     |
|----------------------------------------|--------------------------|--------------------------|--------------------------|
| Policy Governance                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Strategic Planning                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Financial Acumen                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Liquor Licensing                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Budgeting                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Building, Planning & Development       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gaming                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Human Resources                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Legal Knowledge (relevant legislation) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Privacy Act                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Health & Safety Act                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communication Skills                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Other Attributes that are Relevant to the Club:**



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## Notice of Collection and Signature

Personal information, the information provided will remain as property of the Timaru T&C Club. Personal information collected on the application form will be used to assist voters in selecting appointees for the various offices that form the governing body of the Timaru T&C Club. If appointed to a committee or board, your personal information may be used to select sub committees within the Club structure. The personal information sheet will be held on file at the office of Timaru T&C Club for future reference.

Yes ☐ No ☐

By ticking Yes in the above box, I am attesting that the information provided in this application is true and correct and agree to the Timaru T&C Club holding the information for future reference.

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**Signature of Applicant**

**Date**





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## Executive Member Code of Conduct

### Purpose

The purpose of this document is to set out the standards of behaviour expected of Executive/Board/Committee Members. In agreeing to be part of the Committee, each member must also agree to adhere to these codes at all times. Breaches of the Code of Conduct may lead to disciplinary action as stipulated in the Timaru T&C Club Constitution.

### My Commitment

I \_\_\_\_\_ recognising the important responsibility I have committed to as a member of the Committee/ Board, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with that role.

### My Role

1. To contribute to defining the Timaru T&C Club's mission and governing the fulfilment of that mission; and
2. To contribute to, and support, the work of the Board/committee and to carry out the functions of the office of Board/ Committee member as stated in the constitution and other governance documents.

**My Role as a Board/ Committee member will focus on the development of policies that govern the implementation of the Timaru T&C Club's plans & purposes. This role is separate and distinct from the role of the General Manager, who determines the means of implementation.**

**Pledge:** I pledge, to the best of my knowledge and ability, as follows

- I will be diligent in my role
- Attend Committee meetings or forward my apology prior to the meeting
- Come prepared to meetings by reviewing any information that has been presented.
- Observe meeting procedures and display courteous conduct in all meetings
- Agree to keep the information and business of the Club within the elected Board members and appropriate Management Staff members.
- To support in a positive manner all actions taken by the Board / Committee even when I am in a minority position on such actions.
- Treat all people associated with the Club, including members, volunteers, partners, external stakeholders, and other Committee Members with respect
- Understand that all staff including contractors are under the direct management of the General Manager/ CEO and any concerns of performance should be directed to the GM/ CEO or President
- Always consider the welfare of the Club's members above their own needs
- Attend to their fiduciary responsibility and make decisions based on what is best for the Club. Not for individual or sub section/ adjunct, interest or gain
- Not take advantage of their position on the Committee in any way
- Refrain from the consumption of alcohol prior to or during an Executive Committee Meeting.





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## Executive Member Code of Conduct Cont...

- Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organisation and refrain from voting on matters which I have conflict.
- Be open to feedback from members and respond appropriately
- Be honest at all times
- Act as a positive role model with respect to good social/sporting behaviour
- Refrain from excessive use of alcohol at the Club
- Adhere to the policies and procedures established by the Club
- Adhere to the legislative requirements of the Club
- Respect the equipment and resources of the Club and only use these in Club related business
- Not receive gifts that result in personal financial benefit
- Always represent the Club in a professional manner
- Not speak to the media about any aspect of the Club that could damage the Club or its reputation.

### Declaration:

If for any reason, I find myself unable to carry out the above duties to the best of my ability. I will seek leave of the Board/ Committee to work on a different standard, if I cannot achieve this, I will resign my position on the Board/ Committee.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Signed by President / Chairman \_\_\_\_\_

