

SECRETARY

Cricket Australia Masters Inc



CRICKET
AUSTRALIA
MASTERS

Cricket Australia Masters Inc (CAM) is seeking nominations for the position of Secretary. The Secretary plays a vital role in supporting the effective administration of the CAM Board, ensuring CAM meets its statutory obligations and that board business runs smoothly.

Key Responsibilities

- Manage Board correspondence and maintain official records
- Prepare agendas and minutes for Board and Advisory Group Meetings
- Ensure CAM meets its obligations under the Associations Incorporation Reform Act
- Coordinate nomination and election processes in accordance with the Constitution
- Support the President and Board in the effective running of CAM's governance functions

Skills & Experience

- Experience in board secretarial, administrative, or governance roles
- Strong written communication and organisational skills
- Attention to detail and ability to manage competing priorities
- Familiarity with incorporated association obligations (desirable)

Election / Appointment Process

The Secretary is appointed by the President following the AGM, from nominations received from the membership. The appointment is approved by the Board.

Eligibility

To be eligible for nomination, candidates must:

- Be a financial member of Cricket Australia Masters Inc or a member association.
- Not be disqualified from managing a corporation under the Corporations Act 2001.
- Not have had their membership of CAM Inc terminated in the previous two years.

Nomination Process

- Nominations must be submitted in writing to the CAM Secretary.
- Nominations must include the nominee's written consent.
- Nominations must be endorsed by the nominee's State or Territory member organisation.
- Nominations must include a brief statement of the nominee's relevant experience and qualifications.
- Nominations close at **COB on Thursday 23 July.**

How to Nominate

To obtain a nomination form or for further information, please contact the CAM Secretary at admin@cricketaustraliamasters.com.au or visit www.cricketaustraliamasters.com.au

Cricket Australia Masters Inc encourages nominations from members across all States and Territories and all playing groups.