



IRISH SQUASH

Nomination of Club Representative and Alternative Representative

To: Irish Squash Federation CLG

This is to confirm that, in accordance with Rule 44(c) of the Articles of Association of Irish Squash Federation CLG as quoted below,

_____ and _____ have
been nominated as the representative and alternative representative of
_____ Squash Club. In the absence of the Club Secretary, one or other
of the nominees can attend and vote at the Annual General Meeting of Irish Squash to take place on
26th May 2024

Signed: _____

Position Held: _____

Date: _____

Notes

1. All members except juniors shall be entitled to vote at a General Meeting.
2. Each Club shall be entitled to nominate one of its members as a representative to attend and vote at a General Meeting. Notification of the name of that representative and of one alternative representative from the same Club entitled to vote in his or her absence shall be given in writing to the Honorary Secretary not less than seven days prior to the date of the meeting. If such written notification shall not have been given, the only person entitled to vote on behalf of the Club at the General Meeting shall be the Club Secretary.

Completed forms must be lodged not later than 18th May 2024 with Irish Squash Federation CLG, by email to info@irishsquash.com



IRISH SQUASH

Nomination for Election to Position on the Board of Irish Squash Federation CLG

To: Irish Squash Federation CLG

I _____ being a member of Irish Squash wish to propose
_____ for election to the position of
_____ on the Irish Squash Board at the Annual General Meeting
on 26th May 2024

Signed: _____ Date: _____

Capacity: _____ (See Note 1 below)

I _____ being a member of Irish Squash second the nomination of
_____ for the position of _____
on the Irish Squash Board at the Annual General Meeting on 26th May 2024

Signed: _____ Date: _____

Capacity: _____ (See Note 1 below)

I confirm that if elected to the position for which I have been proposed and seconded as above, I am prepared to serve on the Board.

Signed: _____

Date: _____

Notes

1. Those entitled to sign this form as a proposer or seconder are:
 - a. The Secretary of a Squash Club affiliated to a Provincial Association or another person authorised to sign on behalf of the Club. {The name of the club and the capacity in which signing must be clearly stated} or;
 - b. An Individual Member of Irish Squash in good standing; or
 - c. An Honorary Member of Irish Squash

2. To be eligible to serve on the Board, a nominee must be an Individual or member in good standing or an Honorary Member of Irish Squash.

Completed forms must be lodged not later than 3rd May 2024 with Irish Squash Federation CLG, by email to info@irishsquash.com



IRISH SQUASH

INFORMATION SHEET BOARD DIRECTORS IRISH SQUASH

As part of the ongoing Organisational Review of the Irish Squash Federation a new Constitution was adopted at an EGM on the 25th March 2024. Under this new Constitution the Board of Irish Squash will be strategically focused with Directors bringing relevant skill sets to the organisation.

We are now seeking nominations for Directors to sit on the Board of Irish Squash Federation. Candidates will be put forward for election at the AGM on the 26th May 2024 and be voted on by the members present.

THE POSITIONS

The following positions will be available: Vice President, Honorary Treasurer, Honorary Secretary and up to 3 additional directors.

Role Details – Applicable to all Directors

This is a voluntary position and will mainly consist of the following:

- Carry out duties in the best interests of the Irish Squash Federation
- Attend Board meetings, including sub-committee or working group meetings where relevant (there are approximately 6-8 meetings per year)
- Prepare for and contribute to these meetings
- Undertake specific projects and pieces of work, on occasion, as they emerge from the meetings
- Act as an advocate for Irish Squash
- Ensure sound governance by personal and collective actions
- There is a statutory duty on each director of a company to ensure that the requirements of the Companies Act are complied with by the company

Skills Required for all directors

- The ability to engage in strategic thinking
- Knowledge of the complete squash pathway
- A balanced view of all aspects of the squash continuum (leisure to High Performance)
- Knowledge of the principles of good sports governance
- Understanding of fiduciary responsibilities
- Emotional intelligence
- Committee experience within the squash environment club/province
- Capable of representing Irish Squash at the European and World Squash bodies
- Capable of contributing to European and World Squash working groups and networking

Specific details for each of the Director positions available.

Vice-President

The Vice-President has the following duties:

- In the absence or incapacity of the President, perform the duties and exercise the powers of the President;
- Attend all meetings of the Board;
- Serve as a member of Irish Squash Board Committees at the direction of the Board;
- Represent Irish Squash to other organizations or at specific events at the direction of the Board; and
- Perform such other duties as shall from time to time be placed upon them by the Board.

Additional skill Required - experience of chairing meetings

Honorary Treasurer

The Honorary Treasurer has the following duties

- Report directly to the Board on all financial and accounting matters as required by the companies' acts and in accordance with the Constitution and good financial practice.
- Ensure compliance with all company law and regulatory affairs.
- Follow the financial policies as agreed by the Board
- Recording and keeping safe financial records, management accounts and financial statements.
- Working with Accountants in preparing financial reports and statements
- Account for any monies received and lodge same without delay with the accounts manager
- Ensuring financial control policies are in place as approved by the Board
- Working with the Auditors on Annual Accounts and presentation at AGM

Additional skill required – must have a recognised accounting qualification.

Honorary Secretary

The Honorary Secretary has the following duties

- Provide administrative support and guidance to the board of directors
- Ensure that the company complies with all relevant statutory and regulatory requirements.
- Prepare for Board meetings, the AGM and other meetings as necessary
- Take minutes from the meetings and ensure that the board's decisions and instructions are properly carried out and communicated
- Executes important documentation on behalf of the company.

Additional skills required: Minute taking skills, administrative skills, intimate knowledge of the Irish Squash Constitution. Desirable – Chartered Company Secretary qualification.

Nominations from Irish Squash members who meet the criteria mentioned above will be welcome. Ideally nominations will be received by members with the following skill sets:

Legal Skills

- Legal qualification and be a practicing or retired legal professional
- Have a network of legal specialists
- Preferably have some experience of sports law

Commercial Skills

- Practicing commercial manager/director/consultant
- Knowledge of the sports marketing and sponsorship environments
- Willing to network on behalf of Irish Squash

Nomination Forms for all board positions should be accompanied by a copy of nominees' CV and cover letter indicating why they are suitable for the roles to the Honorary Secretary at honsecretary@irishsquash.com no later than **5pm on Friday 3rd May 2024**. Nominees will require to have a nominator and a seconder. Appointment to the board will be confirmed by the votes of the membership present at the AGM.