



## CASUAL VACANCY PROCEDURE



**QUADBALL AUSTRALIA INCORPORATED**



## 1. Purpose

The purpose of this policy is to establish a procedure for the Board to follow in the case that a Casual Vacancy exists on the Board.

## 2. Applies to

This policy applies to all Board Members of Quadball Australia

## 3. Procedure

### 3.1 Determining Needs

Within the first two meetings of the Board following the creation of a Casual Vacancy, the Board shall determine the roles and goals of the current Directors and then determine what roles and/or goals are still needed to be filled.

### 3.2 Call for Applications

Once the Board has determined what roles and/or goals they are wanting filled by a Casual Vacancy, calls for applications shall be sent out to all Members of the association detailing the following;

1. How a Casual Vacancy works, with reference to the appropriate sections of the Constitution
2. What the roles and/or goals of the Casual Vacancy being filled are
3. A suggestion of skill sets and experience an applicant should have for the position being advertised
4. The details of how to apply

### 3.3 Form of Application

The form of application for a casual vacancy shall be for applicants to submit an email to the Board at the [admin@quadball.org.au](mailto:admin@quadball.org.au) address, detailing the following;

1. Who they are
2. Why they wish to fill the Casual Vacancy
3. Which skills and experience they are bringing to the role that meet what the Board are looking for
4. A resume (optional)

### 3.4 Decision

The Board shall have 14 days from receipt of an application to determine whether they will accept or decline that individual to fill the role of the Casual Vacancy.



### 3.5 Closing Applications

Once the Board has filled all of the Casual Vacancy positions that exist, all members of the Association must be notified as such and informing them that applications for the position/s are now closed.