



Victorian Bridge Association Limited

ACN 004 595 993

22 March 2013

All Victorian Affiliated Club Secretaries

Re: VBA representative to the ABF

The VBA has two representatives on the ABF Council each serving two year terms which expire in alternate years. The term of Mr Quentin Van Abbe expires in May 2013, and we are seeking nominations from interested Victorian affiliated members for the position.

A description of the expected duties and responsibilities of the VBA representative to the ABF council is detailed on page 2 of this letter.

Any financial member of a VBA-affiliated club who is also a member of the ABF may nominate for the position as Victorian representative with a two year term due to expire in May 2015. Nominees are invited to write a short statement about why they are nominating & what they will bring to the role.

Nomination must reach the Secretary of the VBA, by mail or email by close of business, Friday April 12th. A nomination form is attached for convenience.

The voting process for determining the VBA representative will be determined as follows:

1. All nominees will be communicated to affiliated club secretaries and each club will be given until close of business 30 April 2013 to respond.
2. Each club will receive a number of votes based upon their home club members according to the following table:
1 vote for 1-20 members, 2 votes for 21-50, 3 votes for 51-200, 4 votes for 201+
3. Clubs can choose to allocate their votes to nominees as they see fit, and may divide their votes amongst candidates if that is considered desirable.
4. In the event of a tie, the nominee with the most number of clubs voting for them will be declared the successful nomination.

Should you have any questions regarding the above, please contact the undersigned.

Best Regards,

Kim Frazer
Secretary VBA

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NOMINATION FORM

For the position of Victorian Representative to the ABF

I wish to nominate for the position of Victorian representative to the ABF. I am currently a financial member of the ABF (insert your ABF number) and a home club member of (insert your home club)

.....
(Insert your name and signature)

Statement of what you can bring to the role:



Duties of the VBA representative to the ABF Council

The VBA representative to the ABF is expected to:

- Provide regular reports to the VBA council on matters arising at ABF meetings to ensure the VBA is informed on issues which may impact upon Victorian bridge.
- Act at all times in the best interests of Victorian bridge & make decisions from time to time that represent that position and vote accordingly.
- Advise the secretary of the VBA in writing of any issues which may arise from time to time whereby a substantive decision may be required so that the VBA Council may consider the matter, consult with any stakeholders required, and direct the representative on voting.
- Actively participate in the management and operations of the ABF by participation on at least one sub-committee suited to the representative based upon their skills and experience.
- Attend the AGM of the ABF and the mid-year meeting of the ABF, and provide a summary report on the meeting to the secretary of the VBA.

Reasonable expenses associated with the representative's attendance at meetings of the ABF on behalf of the VBA are paid for by the VBA.