



11 November 2008

State Council Chairman
As addressed via email

Dear Chairman

NOMINATION OF STATE REPRESENTATIVE TO COMMISSIONS

I refer to our previous discussions regarding this matter and the new consultative / advisory model to be implemented across CAMS in 2009. At the outset, I appreciate your support in moving through this transitional phase and also your support for the concept of both a more representative Commission structure and the direct relationship between Commissions and Panels to enhance two-way communication between States and the National level.

As discussed, to facilitate the appointment of Commissions to take effect 1 January 2009, I need to make a recommendation to the CAMS Board at its 12 December 2008 meeting. Accordingly, I now formally request a nomination from your State for appointment to the following Commissions:

- Australian Sport & Club Development Commission *[new]*
- Australian Motor Racing Commission (AMRC)
- Australian Rally Commission (ARCom)
- Australian Off-Road Commission (AORCom)
- Australian Marque / Touring / Enthusiasts Commission *[new]*
- Australian Historic Commission
- Australian Officials Commission *[new]*

As you will appreciate from our discussions there are a range of imperatives that collectively we need to ensure continue to underpin this new model. Accordingly, please find attached for your information an explanatory memorandum outlining a number of these matters and a prescribed nomination form for your use.

Once again I apologise for the tight timeframes involved in finalising this process and if you require any assistance achieving this or if you have any further queries in this regard please do not hesitate to contact me.

Yours sincerely

Graham Fountain
Chief Executive Officer

Copy: Board
Management Team
Commission Chairs

Confederation of Australian Motor Sport Ltd

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Attachment 1 – Explanatory Memorandum

The following information is aimed to assist States and Commission Chairs to facilitate the introduction of the new consultative / advisory model across CAMS in 2009. Sport and Club Development Council Chairs are encouraged to pay particular attention to these matters when facilitating this process.

Composition of Commissions

Each Commission will consist of:

- A Chair appointed by the Board;
- A representative from each Panel/s, who shall be nominated after consultation with the Commission Chair, and appointment by the Board;

With the number and type of Panels to be determined at the discretion of the States, it is important to understand that each State not each Panel will have the opportunity to nominate a representative to each Commission. The representative should ideally come from the relevant discipline in order to bring the requisite skill and experience to the Commission and more importantly to be the conduit of input and information to/from the Panel/s and Commission;

- A number of other appointed members at the discretion of the Board to ensure the appropriate skills mix exist. The number of appointments made under this provision will be kept to a minimum and generally not exceed two (2).

Membership Principles

As agreed with State Council Chairs, the following membership principles apply to this process:

- The representative does not automatically default to the Panel Chair;
- There may be a requirement for Sport & Club Development Councils to consolidate a number of Panels into the process to select an appropriate State representative to the respective Commission;
- State representatives to Commissions (and for that matter Panels) do not have to be the delegate to Sport & Club Development Councils but the representative does have a clear responsibility to:
 - Engage directly with the Panel and Sport & Club Development Council;
 - Be the key conduit of communications and information to/from the Panel and Sport & Club Development Council and the Commission;
 - Act in a manner that is conducive to establishing a vibrant, team oriented and progressive Commission and in doing so pursue the objectives of the organisation in a professional and strategic manner;
 - Be able to deliberate on matters in a confidential and constructive manner with the national and organisational interests at the forefront which at times may contradict the State based interests on any particular matter;
 - Be available to undertake the roles and responsibilities attached to this key leadership role;
 - Be willing to sign a confidentiality agreement prior to appointment taking effect.
- The maintenance of the requisite skills and competency on each Commission is essential, which for some Commissions requires quite specific skill sets to fulfil the portfolio responsibilities of the Commission. The selection of State representatives to maintain this capability on each Commission is an essential part of the consultation

process between the Chair of the Commission and the Chair of each Sport & Club Development Council as part of the nomination process.

Nomination & Appointment Process

To achieve this nomination within the tight timeframes involved, it is essential for the Chair of each Sport & Club Development Council to take an active and key leadership role in this process. By having the Chair of each Sport & Club Development Council take on this role we can also be satisfied that the continuity of knowledge of the expectations and process is not diminished and/or altered by having multiple contacts involved in this process. Accordingly, the following steps include recommended steps (colour coded blue) at State level and also those mandatory processes that need to be fulfilled (colour coded in red):

Commence Communications Strategy:

- Briefing of State Executive and/or Council on process to be adopted and to consolidate Panel/s applicable to each Commission;
- Liaison with each Commission Chair with respect to skill and competency requirements to fulfil Commission portfolios etc....
- Teleconference and/or meeting with each Panel to explain process, skill requirements, expectations and solicit recommendations



Formally request each *State Panel/s* to nominate a representative to selected Commission



Consultation with Commission Chair on proposed representative



Ongoing liaison with Panel/s with respect to status of nomination, particularly where there are more than one panel with a relationship to the respective Commission



Progressive review and liaison with Commission Chair (as required)



Nomination of representative is formally endorsed by the *Sport & Club Development Council* and/or *Executive*



Provide State nomination (on prescribed form) to CEO by **28 November 2008**



Board Appoint Commissions (at meeting 12 December 2008)



Appointees notified, administrative issues completed and appointments announced



New Commissions and Appointments take effect - 1 January 2009