

Susan Oxley

PORT MACQUARIE BASKETBALL ASSOCIATION INC.
Incorporated under the Associations Incorporation Act 2009 (NSW)



2026 ANNUAL GENERAL MEETING Nomination for Directors of the Board

IMPORTANT INFORMATION

Director Workload

Each Member Elected Director needs to commit to being an active and visible member of PMBA's delivery of all levels of basketball activity. This may involve attending competition nights and finals, Junior representative rounds hosted by PMBA and Senior Waratah League games hosted by PMBA.

Additional workload expectations of Directors include:

- Monthly Board meetings, usually held on a Tuesday or Wednesday evening.
- Operational meetings, as required and not exceeding fortnightly, usually held on Wednesday evenings around competition games.
- Infrequent meetings with major sponsors and government stakeholders.
- Holding responsibility for an operational portfolio, such as Competition, Coaching, Development, Governance, Marketing or Finance.
- Maintaining regular contact with committees and volunteers supporting portfolios and bringing reports summarising decision parameters to Board meetings.

Director attributes

This section is based on the Australian Institute of Company Directors information on the personal qualities that are desirable in all Directors.

Whilst evidence of attributes is not formally required as part of the nomination, all Member Elected Directors are encouraged to consider the attributes below in preparing their nomination.

1. Integrity – fulfilling a Director's duties and responsibilities, putting the organisation's interests before personal interests, acting ethically;
2. Interpersonal Skills – a Director must work well in a group, listen well, be tactful but able to communicate their point of view frankly;
3. Genuine interest in the organisation and its business;
4. Active Contributor - be willing to attend and contribute at meetings and to attend and/or represent PMBA at events and other activities.
5. Availability - Directors need to ensure that they have adequate time to devote to developing and maintaining a good understanding of the organisation's affairs as well as meet the formal obligations of the Board.
6. Instinct – good business instincts and acumen, ability to get to the crux of the issue quickly; and
7. Diligence and determination - possess the diligence to raise issues/concerns and the determination to pursue outcomes

Nomination Requirements

In completing the Nomination Form each nominee is required to provide:

1. A brief summary of your relevant experience and intended contribution to the PMBA Board.
2. Completed Director Skills and Experience Self Assessment
3. Headshot photo

A synopsis of the information made available in the nomination process will be circulated to members via email and featured on PMBA website to assist members in making an informed decision at the AGM.

Lodging the Nomination

Nomination forms and photo must be lodged by **5pm Friday 5 June 2026**, via email addressed to secretary@portmacquariebasketball.com.au



Intended contribution to PMBA Board or vision for future of PMBA:

SEE ATTACHED

Director Skills and Experience Matrix

The PMBA Board have determined the following skills would support the objectives and development needs of PMBA in 2026 and beyond. Please summarise any experience or qualification relevant to these desired skills.

- Governance, Risk and previous Director experience
- Finance
- Commercial business, fundraising and sponsorship
- Coaching, development or competition management of basketball or community sports
- Business Development
- Strategy, critical thinking and decision making
- Human resources and change management

SEE ATTACHED

Headshot photo included (please tick)

Summary of Relevant Experience

I have been actively involved in the basketball community over the past four years through my daughter's participation at both local and representative levels, including three years with Hills Hornets Basketball Association where I served as team manager. This provided practical experience in team operations, coordination, and supporting players, coaches, and families, and has developed my strong interest in growing basketball, particularly for girls.

I also bring eight years of experience as Club Secretary for Somerset West Hockey Club in South Africa, where I was responsible for key governance and administrative functions, including coordinating fixtures for approximately 12 teams. This role required strong organisational skills, attention to detail, and effective communication across players, coaches, and committee members.

Professionally, I am an Assistant Director at the Department of Home Affairs, managing complex stakeholder relationships across government sectors. I coordinate projects between business and ICT teams, ensuring alignment between operational needs and delivery outcomes. This has strengthened my skills in governance, strategic thinking, communication, and managing competing priorities.

These experiences provide me with a strong understanding of community sport, governance, stakeholder engagement, and organisational oversight, which I would bring to the PMBA Board.

Intended Contribution / Vision

I am passionate about supporting the continued growth of basketball within the Port Macquarie community, with a particular focus on increasing participation and retention of girls in the sport.

I would aim to build on the work already being done by strengthening local competition pathways, particularly for girls, to ensure a clear and sustainable progression into representative programs. A key priority would be supporting a more competitive and engaging local girls' competition, helping to retain players through the critical U14–U16 age groups and reducing the need for early transition into senior competitions.

I also see an opportunity to further grow participation by promoting basketball to parents and the wider community, highlighting the benefits of the sport for children, including skill development, confidence, and transferable athletic ability. Supporting increased visibility of clinics and training through schools, social media, and community networks would help build participation from the grassroots level across all age groups.

I would bring a fresh perspective from experience in a larger association environment, applied within a regional context if possible, including exploring collaboration with neighbouring associations to increase consistent access to quality match play. This could contribute to addressing current gaps in access to consistent high-quality match play, particularly for representative-level players.

I would also seek to support strong relationships with key stakeholders, including local council, and contribute to the Board through a practical, collaborative approach focused on sustainable growth and community engagement.

Director Skills & Experience Matrix

Governance, Risk and Previous Director Experience

As Club Secretary for Somerset West Hockey Club, I was responsible for governance-related administration and coordination of club operations. In my current role as Assistant Director, I contribute to structured decision-making, stakeholder alignment, and risk-aware project delivery.

Finance

I have experience working within organisational constraints in community sport environments and contributing to decisions that consider financial implications.

Commercial Business, Fundraising and Sponsorship

I understand the importance of sponsorship and fundraising in supporting club sustainability and bring transferable skills in stakeholder engagement and coordination to support these activities.

Coaching, Development or Competition Management

As a team manager at Hills Hornets Basketball Association, I supported team operations, competition coordination, and player development pathways. I also have a strong interest in supporting girls' participation and retention.

Business Development

In my professional role, I support strategic initiatives by coordinating projects and aligning stakeholders to improve outcomes.

Strategy, Critical Thinking and Decision Making

I regularly contribute to strategic discussions and decision-making in complex environments, balancing priorities and stakeholder perspectives.

Human Resources and Change Management

I have experience working with diverse stakeholders and supporting change through communication and collaboration, with an understanding of the importance of supporting volunteers.