

ACTCOSS Director Nomination Form 2021

**ACTCOSS is seeking nominations for Directors to be elected to the Board at the Annual General Meeting (AGM) on**   
**Tuesday 16 November 2021 at 4pm**  
**meeting to be held via Zoom**

# Eligibility to nominate

To be eligible to nominate:

* A candidate must be an Associate (Individual) Member or a listed Delegate of a Member Organisation. All memberships need to be financial at the time of nomination.
* To find out who the Delegates are for your organisation, please contact the ACTCOSS office at [membership@actcoss.org.au](mailto:membership@actcoss.org.au) or phone 0422 007 205. To change Delegates, please fill out and return the Delegate Form here: <https://www.actcoss.org.au/news-events/actcoss-news/actcoss-board-2021-22-call-nominations>
* All parts of this form must be completed and signed.
* Nominations must reach ACTCOSS by post or in person to 1/6 Gritten St, Weston ACT 2611; or by email to [membership@actcoss.org.au](mailto:membership@actcoss.org.au) by no later than 5.00pm on Tuesday 2 November 2021.

# Positions to be filled

There are nine (9) positions able to be elected, including:

* Chair for a 2-year term
* Treasurer for a 3-year term
* Seven (7) Ordinary Directors for 3-year terms.

# Previous board and governance related experience is valued but not required. More experienced members of the ACTCOSS Board can offer mentor support to new Directors and ACTCOSS will support Board members to access basic governance training to strengthen capacity and competence.Knowledge and experience

Directors, as a minimum, are required to have:

* An understanding of organisational governance and financial management
* A demonstrated commitment to the ACTCOSS vision which is that Canberra is a just, safe and sustainable community in which everyone has the opportunity for self-determination and a fair share of resources and services
* A commitment to strongly supporting advocating for social justice.

We recognise that we operate in a diverse community and welcome and encourage applications from all ages and genders, Aboriginal and/or Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTIQ+ community, veterans, people from a refugee background and people with disabilities.

The ACTCOSS Board also encourages those who are seeking to build their governance skills to apply.

Nominees’ responses to the criteria for nomination to the ACTCOSS Board will be distributed to all people eligible to vote at the AGM, and nominees will be invited to provide a 2-minute verbal presentation prior to voting at the AGM.

# Participation requirements

Nominees should be able to commit and participate as Directors. The requirements for participation are to:

* To attend Board meetings with additional time to review agenda papers and prepare to provide a view on matters for decision and discussion. Meetings currently take place at 4pm on Mondays. Meetings are face-to-face or virtual.
* To participate in sub committees of the Board as required.
* To attend community events, represent ACTCOSS and be in touch with member views
* Participate in ACTCOSS major events (member forums every two months, annual ACT Budget Forum, learning and development events, sector meetings).

The time commitment is approximately - 8 hours per month involving attending ACTCOSS events, board meetings and reading/research time.

Being a member of the Board means meant that you are responsible for ensuring that the organisation follows good governance. Good governance means complying with the law and carrying out the governance role in the best interests of ACTCOSS.

# Nominating

This form is to be completed by nominees and delivered to ACTCOSS **by 5pm, Tuesday 2 November 2021**. Nominations received after this time will not be considered.

Please note that if you are nominating for the role of Chair or Treasurer, and

1. are not already an Ordinary Director, and
2. would like to be considered for a position as an Ordinary Director should your nomination as Chair or Treasurer be unsuccessful

you should select both the position you are applying for and ‘Director’ on the application form.

In addition to this form, nominees should **also provide a copy of their Curriculum Vitae**.

# Documents

Clauses from the ACTCOSS Constitution relevant to Board nominees can be downloaded from the website:  
https://www.actcoss.org.au/news-events/actcoss-news/actcoss-board-2021-22-call-nominations

The full ACTCOSS Constitution is available here: <https://www.actcoss.org.au/publications/governing-document/actcoss-constitution>

Nominees are encouraged to have an understanding of the ACTCOSS Strategic Plan 2019-2022:  
<https://www.actcoss.org.au/publications/governing-document/actcoss-strategic-plan-2019-2022>

Nominees are required to understand governance standards including Director duties and responsibilities as outlined in G*overnance for Good - the ACNC's guide for charity board members*: <https://www.acnc.gov.au/tools/guides/governance-good-acncs-guide-charity-board-members>

This nomination form is available for download from the ACTCOSS website:   
<https://www.actcoss.org.au/news-events/actcoss-news/actcoss-board-2021-22-call-nominations>

# Contact

For further information about ACTCOSS or the position, please see [www.actcoss.org.au](http://www.actcoss.org.au) or contact the Acting Chair via [actcoss@actcoss.org.au](mailto:actcoss@actcoss.org.au).

# ACTCOSS Board Nomination Form 2021

# Candidate Information

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| --- | --- |
| Personal Details | |
| Name: |  |
| Home address: |  |
| Email: |  |
| Phone: |  |
| Mobile: |  |
| Current financial member of ACTCOSS  (please tick) | Associate Member  Delegate of a Member Organisation  Please specify your organisation:  …………………………………………………………  Not currently a member  (Note: Financial membership is required prior to voting) |

Form continues on the next page.

|  |
| --- |
| What position are you nominating for? |
| Chair  Treasurer  Director  (Please select all applicable) |
| Briefly list your skills, experience and knowledge relevant to the criteria outlined in the call for nominations (400 words max.) |
|  |
| Why are you nominating to a position on the ACTCOSS Board?  (50 words max.) |
|  |
| What contribution do you think you can make to leadership of ACTCOSS?  (50 words max.) |
|  |

# Nominator’s Statement in Support

All nominees are required to provide a statement of support from a nominator with their nomination. This statement will demonstrate that either an ACTCOSS Associate Member (individual member) or an ACTCOSS Member Organisation supports the nominee taking on this leadership role. The Nominator is required to be a financial member of ACTCOSS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nominee’s name | |  | | |
| Nominator’s name | |  | Relationship to nominee |  |
| Nominator’s contact | | Email: | Mobile: | |
| Work phone: | |
| Nominator’s membership with ACTCOSS | |  | | |
| Statement in Support of Nomination for Membership of the ACTCOSS Board  Outline the attributes/experience that will make the applicant a valuable addition to the ACTCOSS Board.  (100 words max.) | | | | |
|  | | | | |
| Nominator’s signature |  | | | Date: |

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| --- |
| Support of ACTCOSS objects |
| If elected to the ACTCOSS Board, I agree to support and act in accordance with the following ACTCOSS objects:   * The elimination of discrimination on the grounds of political affiliation, race, social origin, religion, age, disability, sex, marital status or pregnancy, against individuals or groups in their access to employment, services or resources * The elimination of poverty and the promotion of well-being of disadvantaged and vulnerable individuals and groups * A united Australia which respects this land of ours, values Aboriginal and Torres Strait Islander heritage and provides justice and equity for all.   Agree |
| Agreement to perform duties and responsibilities |
| If elected to the ACTCOSS Board, I agree to perform the following duties as required by the Australian Charities and Not-for-profits Commission under Governance Standard 5:   * **To act with reasonable care and diligence.** You must exercise your powers and duties with the care and diligence that a reasonable person would if they were in your place. * **To act in good faith in the best interests of the charity and for a proper purpose.** When acting as a board member you must make decisions that are in the best interest of the charity and to further its charitable purpose. * **Not to improperly use information or position.** Any special knowledge that you gain as a Director must only be used for the benefit of the charity and never to further personal or other interests. Similarly, you must not use your position to improperly gain an advantage for yourself or someone else, or cause detriment to the charity. * **To disclose conflicts of interest.** If your duty to act in the best interests of the charity is in conflict with (or may conflict with) your personal interests you must disclose this responsibly. * **To ensure that financial affairs are managed responsibly.** Ensure that there are systems and processes in place that ensure that the charity’s resources are being effectively put towards the charity’s charitable purpose and are protected from misuse. * **Not to allow the charity to operate while insolvent.** You must ensure that the charity can pay its debts when they are due or will become due and that it does not continue to operate if it cannot pay its debts.   (More information about governance standards including Director duties and responsibilities available in G*overnance for Good - the ACNC's guide for charity board members*: <https://www.acnc.gov.au/tools/guides/governance-good-acncs-guide-charity-board-members>)  Agree |
| Confirmation of Nomination |
| If elected to the ACTCOSS Board, I agree to abide by the ACTCOSS Board Guidelines for Conduct and all Governance Policies and Procedures (available on request. Please contact us for a copy).  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Nominations close 5.00pm, Tuesday 2 November 2021 and are to be returned to:  Email: [membership@actcoss.org.au](mailto:membership@actcoss.org.au)  Post: ACT Council of Social Service   1/6 Gritten Street   Weston ACT 2611 |
| Nomination Checklist |
| Please remember to:   * Completely fill out the ACTCOSS Board Nomination Form * Have a Nominator fill out the ‘Nominator’s Statement of Support’ * Attach your Curriculum Vitae.   ANY INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. |
| Thank you for submitting a nomination to the  ACT Council of Social Service Board. |