ACTCOSS Director Nomination Form 2023

ACTCOSS is seeking nominations for Directors to be elected to the Board at the Annual General Meeting (AGM) on  
**Tuesday 21 November 2023 at 2:00pm**

# 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 02 6202 7200. To change Delegates, please fill out and return the [Delegate Form](https://actcoss.org.au/news/actcoss-agm-2023-call-for-board-nominations/) found on our [website](https://actcoss.org.au/news/actcoss-agm-2023-call-for-board-nominations/).
* All parts of this form must be completed and signed.
* Nominations must reach ACTCOSS at 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 Monday 6 November 2023.

# Positions to be filled

There are four (4) positions able to be elected, including:

* Chair for a 3-year term
* Three (3) Ordinary Directors for 3-year terms.

# Participation requirements

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

* Attending 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 every second month.
* Participation in Sub-committees of the Board as required.
* Participation in Board decisions and discussions outside of meetings as required.
* Attending community events and representing ACTCOSS.
* Participation in ACTCOSS events such as member forums, ACT Budget Forum, learning and development events and sector meetings.
* The time commitment is approximately 2-8 hours per month, dependent on scheduling of ACTCOSS events and board meetings, involvement in sub-committee work and reading/research time.

# Nominating

This form is to be completed by nominees and delivered to ACTCOSS **by 5pm, Monday 6 November 2023**. Nominations received after this time will not be considered.

Please note that if you are nominating for the role of Chair, 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 be unsuccessful,

you should select both the ‘Chair’ position and ‘Ordinary 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://actcoss.org.au/news/actcoss-agm-2023-call-for-board-nominations/>

The full ACTCOSS Constitution is available here: <https://actcoss.org.au/publication/actcoss-constitution/>

Nominees are encouraged to have an understanding of the ACTCOSS Strategic Plan:  
<https://actcoss.org.au/publication/actcoss-strategic-plan-2023-2025/>

Nominees are required to understand governance standards including Director duties and responsibilities as outlined here:  
<https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards>

This nomination form is available for download from the ACTCOSS website:   
[ACTCOSS AGM 2023 - Call for Board nominations - ACTCOSS](https://actcoss.org.au/news/actcoss-agm-2023-call-for-board-nominations/)

# For further information about ACTCOSS or the position, please see [www.actcoss.org.au](http://www.actcoss.org.au) or contact the Chair via [actcoss@actcoss.org.au](mailto:actcoss@actcoss.org.au). ACTCOSS Board Nomination Form 2023

|  |  |
| --- | --- |
| Personal Details | |
| Name: |  |
| Email: |  |
| Phone: |  |
| Mobile: |  |
| Current financial member of ACTCOSS  (please tick) | Associate Member  Delegate of a Member Organisation  Please specify your organisation:  ………………………………………………………… |
| What position are you nominating for? | |
| Chair  Ordinary Director  (Please select all applicable) | |
| Please note that all responses provided in the following sections will be collated verbatim and distributed members eligible to vote at the AGM. | |
| Briefly list your skills, experience, and knowledge relevant to the criteria outlined in the call for nominations (200 words max.) | |
|  | |

# ACTCOSS Board Nomination Form 2023

|  |
| --- |
| Outline any relevant governance training or accreditation (50 words max.) |
|  |
| Why are you nominating for a position on the ACTCOSS Board?  (150 words max.) |
|  |
| **What contribution do you think you can make to the leadership of ACTCOSS?  (150 words max.)** |
|  |

# ACTCOSS Board Nomination Form 2023

|  |
| --- |
| **Support of ACTCOSS objects** |
| If elected to the ACTCOSS Board, I agree to support and act in accordance with the ACTCOSS Objects as found in the Constitution : <https://actcoss.org.au/publication/actcoss-constitution/>  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 can be found here : <https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards>  Agree |

# ACTCOSS Board Nomination Form 2023

|  |
| --- |
| Confirmation of Nomination |
| If elected to the ACTCOSS Board, I agree to abide by the ACTCOSS Board Charter and Code of Conduct (available on request).  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Nominations close 5.00pm, Monday 6 November 2023 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 |
| Thank you for submitting a nomination to the  ACT Council of Social Service Board. |

# 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 an ACTCOSS Member supports the nominee taking on this leadership role.

**The Nominator is required to be a financial member / delegate of ACTCOSS.**

|  |  |  |  |
| --- | --- | --- | --- |
| Nominee name | |  | |
| Nominators name | |  | |
| Relationship to nominee | |  | |
| Nominator’s contact | | Email: | |
| Phone: | |
| Nominator’s membership with ACTCOSS | |  | |
| Nominator’s signature |  | | Date: |