11 September 2023

Dear ACTCOSS Member

**2023 ACTCOSS Annual General Meeting – Call for Board Nominations**

The ACT Council of Social Service Inc. (ACTCOSS) is inviting Delegates from Member Organisations and Associate Members to nominate for Board positions that will be open for election at our Annual General Meeting (AGM) on Tuesday 21 November.

## Board vacancies

There are four (4) positions able to be elected for 3-year terms, including:

* Board Chair; and
* Three (3) Ordinary Directors.

The following Directors’ terms on the Board will continue beyond 2023:

* Lisa Kelly (Carers ACT) - Vice Chair
* Blessy Pascual-Gutierrez (Woden Community Services) - Treasurer
* Andrew Scotford (CIT Student Association)
* Fiona Loaney (Relationships Australia Canberra and Region)
* Melissa Bell (Barnados Australia)
* Amanda Tobler (Associate Member)
* Sue Webeck (Domestic Violence Crisis Service)
* Tracey Hall (Anglicare NSW South, NSW West, ACT)

The current Directors who are eligible to nominate for another term on the Board are:

* Jeremy Halcrow (The Benevolent Society) – Current Board Chair

Noting that I have not served a full 3-year term, and the further work required to strengthen the governance of ACTCOSS, my intention is to stand again for re-election as Chair.

I would also like to acknowledge and thank Cathi Moore and Alicia Flack-Kone, who finish their terms on the Board this year after many years of service to ACTCOSS.

## Call for Board nominations

ACTCOSS recognises 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 LGBTQIA+ community, people from a refugee background and people with disabilities.

The current Board of ACTCOSS have undertaken a review of the Board skills and diversity and would like to encourage applications from ACTCOSS members who represent one or more of the following:

* Associate members or small member organisations;
* People with lived experience in the areas which ACTCOSS advocates;
* Aboriginal and/or Torres Strait Islander people;
* People from culturally and/or linguistically diverse backgrounds;
* People under the age of 40 or over 55; or
* People working in the areas of housing, mental health, financial counselling, legal or early childhood.

Formal board training is not a pre-requisite, however previous board or governance related experience is valued. More experienced members of the ACTCOSS Board can offer mentor support to new Directors and ACTCOSS will support Board members to access the required governance training to strengthen capacity and competence.

Directors, as a minimum, should have:

* A demonstrated understanding of organisational governance;
* An understanding of financial management;
* A demonstrated commitment to the ACTCOSS vision for an inclusive ACT and region, where no one lives in poverty
* A commitment to strongly supporting ACTCOSS to advocate for social justice.

## Commitments of a Board member

In addition to considering the skills, experience and knowledge required for appointment to the ACTCOSS Board, nominees should consider their ability to commit and participate as a Director.

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 from 4pm- 6pm on Mondays, every second month.
* Participation in Sub-committees of the Board as required (currently Governance Committee and the Risk and Audit Committee).
* 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 between 2 to 8 hours per month, dependent on scheduling of ACTCOSS events and board meetings, involvement in sub-committee work and reading/research time.

## Nomination process

To nominate for the Board the candidate is required to be an ACTCOSS member (Associate or Organisation Delegate). Nominations are also required to be supported by an ACTCOSS member, with a statement of support required on the Nomination form.

If you are eligible, and would like to nominate for the ACTCOSS Board, please complete the attached Board Nomination Form.

Nominees’ responses to the criteria and reasons for nomination to the ACTCOSS Board will be distributed to all people eligible to vote at the AGM in advance of the meeting, enabling Delegates time to consider the suitability of the candidates to the positions.

There will be no requirement for candidates to address the AGM this year, with voting based on the information provided in the nomination form only.

Copies of the [ACTCOSS Constitution](https://actcoss.org.au/publication/actcoss-constitution/) and the [ACTCOSS Board Nomination Form](https://actcoss.org.au/news/actcoss-agm-2023-call-for-board-nominations/) are available on our website.

All nominations must be made via the [Board nomination form](https://actcoss.org.au/news/actcoss-agm-2023-call-for-board-nominations/) and must be **received by the ACTCOSS office by 5pm, Monday 6 November 2023.**

## Membership status

To nominate for the Board or to vote at the AGM for any elections or resolutions which may occur, you will need to be a designated Delegate of a Member Organisation or an Associate Member, and your membership fees are required to be paid for the current financial year.

To check the Delegates of your organisation, or membership status, please contact us by phoning 02 6202 7200 or email [membership@actcoss.org.au](mailto:membership@actcoss.org.au).

To make changes to Delegates, please fill out the [2023 Delegate form](https://actcoss.org.au/news/actcoss-agm-2023-call-for-board-nominations/) and return it to ACTCOSS one week before the AGM.

For further information about ACTCOSS or the Board positions, please see [www.actcoss.org.au](http://www.actcoss.org.au) or contact me.

Yours sincerely



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