

Dear ACTCOSS Member

2024 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 19 November.

Board vacancies

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

- Treasurer; and
- Three (3) Ordinary Directors.

The following Directors' terms on the Board will continue beyond 2024:

- Jeremy Halcrow (The Benevolent Society) – Chair
- Lisa Kelly (Carers ACT) - Vice Chair
- Amanda Tobler (Associate Member)
- Sue Webeck (Domestic Violence Crisis Service)
- Tracey Hall (Sexual Health Planning ACT)
- Lucy Hohnen (St Vincent De Paul Society Canberra/Goulburn)
- Lauren Anthes (Women's' Health Matters)
- Zakia Patel (Multicultural Hub Canberra)

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

- Blessy Pascual-Gutierrez (Woden Community Services) – Treasurer
- Fiona Looney (Relationships Australia Canberra and Region)
- Melissa Bell (Barnardos Australia)

All three of these Directors will be renominating for a second term on the ACTCOSS Board, and I welcome their nominations. Blessy, Fiona and Melissa have been valuable and committed members of the ACTCOSS board over the last 3 years, and their continuing service will provide stability and consistency to ACTCOSS Governance practices into the future.

Andrew Scotford has served on the ACTCOSS Board since 2018 and is therefore ineligible to re-stand for his position. We thank Andrew for his service to ACTCOSS during this time, including his enthusiasm and active participation in development of the current Strategic Plan and ACTCOSS member events.

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 ACTCOSS Board is specifically seeking to recruit an Aboriginal and/or Torres Strait Islander person to the Board. With ACTCOSS supporting the ongoing success of the Gulanga Program, providing oversight of Aboriginal staff in Identified positions, and an advocacy focus on self-determination for Aboriginal people in the ACT, the Board believes it is important to have Aboriginal representation in key decision-making positions. Should a successful Aboriginal and/or Torres Strait Islander nominee not be found, the ACTCOSS Board will seek to co-opt an Aboriginal Board member to the Board under Section 3.3(6) of the Constitution until the 2025 AGM.

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; or
- People under the age of 40 or over 55.

Board requirements

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 Tuesdays, 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](#) and the [ACTCOSS Board Nomination Form](#) are available on our website.

All nominations must be made via the [Board nomination form](#) and must be received by the ACTCOSS office by 5pm, Tuesday 5 November 2024.



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 (2024-2025 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.

To make changes to Delegates, please fill out the [Delegate form](#) and return it to ACTCOSS no later than Tuesday 12 November 2024.

For further information about ACTCOSS or the Board positions, please see www.actcoss.org.au or contact me.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jeremy Halcrow', written over a light blue horizontal line.

Jeremy Halcrow

Chair

ACT Council of Social Service

Jeremy.Halcrow@benevolent.org.au