

ACTCOSS Board Nomination Form 2026

ACTCOSS is seeking nominations for Directors to be elected to the Board at the
Annual General Meeting (AGM) on
Thursday 19 November 2026 at 3:45pm

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 or phone 02 6202 7200. To change Delegates, please fill out and return the Delegate Form found on our [website](#).
- 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 by **no later than 5.00pm on Thursday 5 November 2026**.

Positions to be filled

The 2026 AGM will include filling vacancies for the following Board positions for 3-year terms:

- Chair; and
- Two (2) Ordinary Directors positions.

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 Tuesdays 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, Thursday 5 November 2026**. 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.

Documents

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

Nominees are encouraged to have an understanding of the ACTCOSS Strategic Plan: [ACTCOSS Strategic Plan 2025-2029 - ACTCOSS](#)

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 2026](#)

For further information about ACTCOSS or the position, please see www.actcoss.org.au or contact the Chair via actcoss@actcoss.org.au.

ACTCOSS Board Nomination Form 2026

Personal Details	
Name:	
Email:	
Phone:	
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 to members eligible to vote at the AGM.	
Briefly list your skills, experience, and knowledge <u>relevant to the criteria outlined in the call for nominations</u>	

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Outline any relevant governance training or accreditation

Why are you nominating for a position on the ACTCOSS Board?

What contribution do you think you can make to the leadership of ACTCOSS?

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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

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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, Thursday 5 November 2026** and are to be returned to:

Email: 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 **'Statement of Support'**

Thank you for submitting a nomination to the
ACT Council of Social Service Board.

Statement in Support

All nominees are required to obtain a statement of support from another ACTCOSS member, to demonstrate that an ACTCOSS Member supports the nominee taking on this leadership role.

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

Board Nominee name		
Supporters name		
Statement of support		
Supporter's contact	Email:	
	Phone:	
Supporter's membership with ACTCOSS		
Supporter's signature		Date: