CHF Board of Directors Election Guidelines & Nomination Forms

Election guidelines

The election of the Elected Members of the CHF Board shall take place in the following manner:

1. A Voting Member of the Company shall be at liberty to nominate a person from within its own membership for election to the Board.
2. The nomination shall be in the attached form approved by the Board.
3. The nomination form must be signed by the person nominated.
4. The nomination form must be countersigned by a person from within the nominating organisation authorised to support the nomination.
5. Nominations for election for the Board must be returned to the CHF Registered Office **by Monday 19 August 2024(5.00 pm AEST).** Nominations which are not in the hands of the Returning Officer by the deadline will not be accepted.
6. Nominating Voting Member organisations must be financial at the time of the nomination.

If appointed as a Director of CHF each person must comply with sections 180 to 183 under the *Corporations Act 2001*.

The responsibilities of all Board members include ensuring the good governance of the organisation, considering all reports from management, and assuring transparency of all decisions.

The Board is particularly interested in nominees who have:

* Past experience on a governing body
* Public relations/marketing skills
* Governance and representational skills
* Business, financial and legal skills.

New Directors must be able to attend Board meetings held at least six times a year from the 2024 AGM. It is likely that these will be a mix of face-to-face and virtual. Out of session meetings may also be held by teleconference if required.

New Board members will also participate in committees of the Board as and when they are established.

**In order to nominate for a Board member position, nominees should complete and return the Nomination Form, Candidate Statement and Declaration of Fitness to Serve below. Please note that on 1st November 2021, a new corporate compliance requirement for Directors was introduced, requiring Directors to obtain a Director’s identification number.**

Creating your Director ID

A Director ID is a unique identifier that a Director will apply for once and keep forever. To create your Director ID you need to be set up on MyGovID first. Please note your MyGovID is different to your MyGov number. You may have already set your MyGovID up if you downloaded and linked your vaccination certificate.

**Applying for your Director ID number:**

1. Apply for MyGovID at <https://www.mygovid.gov.au/set-up>
2. Once you have you MyGovID, apply for your Director ID at <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>

Once you obtain your unique Director ID number you need to attach a copy to the CHF Nomination form for the purpose of confirming you would be eligible to be elected as a CHF Board Director this year.

Submitting your application

Please email all requested information by **Monday 19 August 2024(5:00pm AEDT)** to Linden Audino at [l.audino@chf.org.au](mailto:l.audino@chf.org.au)

For further information

Darryl O’Donnell – Chair Governance Committee

Ph: 0404 857 413

## CHF Board of Directors nomination form

Nominator information

|  |  |
| --- | --- |
| Name of nominating Voting Member Organisation |  |
| Name of Nominator |  |
| Position of Nominator  Only a duly authorised representative (or their nominee) of the Voting Member organisation can nominate\* – please tick relevant box  *\*CHF Constitution: Clause 4.13* | **Chairperson** □  **Executive Officer** □  **Authorised Nominator** □  *(Please provide authorisation on formal letterhead of the organisation with date and signature(s))* |
| Signature of Nominator / Date |  |
| Name of Witness |  |
| Signature of Witness |  |

Candidate Declaration

|  |  |
| --- | --- |
| Name of Candidate |  |
| Signature/Consent of Candidate / DATE  *I am willing to take on this role if I am elected to the Board of CHF at the Annual General Meeting to be held on Tuesday 29 October 2024* |  |

## Candidate’s Statement **Please ensure you also complete the Declaration of Fitness to Serve form.**

|  |  |
| --- | --- |
| Name of Candidate |  |
| Signature of Candidate |  |
| Date of Birth  *(as per ACNC requirements)* |  |
| Place of Birth (town/city/state/country)  *(as per ACNC requirements)* |  |
| Former Name (if changed by deed poll or marriage)  *(as per ACNC requirements)* |  |
| Directors ID  *(as per ACNC requirements)* |  |
| Positions presently held in other organisations |  |
| Major Interests |  |
| Areas of expertise as relates to CHF |  |
| Reasons for nomination |  |
| Previous contributions to CHF |  |
| Statement – *how can you contribute to the strategic direction of CHF*  Succinctly summarise your relevant experience and skills  *(no more than 500 words)* |  |

## Declaration of Fitness to Serve form

|  |  |  |
| --- | --- | --- |
| 1. Have you been convicted of an offence against a law in Australia or elsewhere involving fraud, dishonesty, bribery or corruption, any securities law, or director or fiduciary duties? | Yes | No |
| 2. Have you ever become bankrupt? | Yes | No |
| 3. Have you ever been disqualified or restricted, under Part 2D.6 of the *Corporations Act 2001 (Cwlth)* or a similar law of another country, from acting as a director or any company, partnership or unincorporated association? | Yes | No |
| 4. Have you any affiliations that may conflict with your official duties? | Yes | No |
| 5. Have you or any entity over which you were a director ever been refused directors’ and officers’ liability insurance or had a similar policy cancelled? | Yes | No |
| If you have answered ‘yes” to any of the questions 1-5 above, you must provide further details below. | | |
| Further Details | | |