



Nomination to a position on the Board of Management

Centre Against Violence

ABN 86254991629

To be submitted, together with the Nominees's Background Information Statement (see below), by 30 September 2013 to Secretary, Centre Against Violence, P.O. Box 438 Wangaratta, VICTORIA 3676.

NOMINATION

I wish to nominate myself/the person named for a position as Board Member on the CAV Board of Management. I am a member of **Centre Against Violence and have a right to nominate.**

HEREBY NOMINATE (Nominee's name):

For the position on the Board of Management, to hold from the end of the 2013 Annual General Meeting.

Name: _____

Address: _____

Signature: _____

Date: ____/____/____

Statement by Nominee:

I, _____

Being a member of Centre Against Violence accept nomination for the position of Board of Management member

- I have read the background material provided in these papers and acknowledge the responsibilities of a Board Member of Centre Against Violence.
- I have provided a typed Background Information Statement using the headings and guidelines provided below
- I understand that the Background Information Statement will be distributed to members of Centre Against Violence and kept on file at CAV for 7 years after the end of my term/membership.
- All information included as part of this nomination is true, correct and not misleading.

Signature: _____ Date: ____/____/____

Format for the Background Information Statement:

ADVICE TO NOMINEES: Please attach to this nomination form a current high resolution 'passport style' photograph and a typed statement using the headings and guideline word lengths shown below (either enclosing a CD with Background Information Statement as a MS Word file, or emailing the Background Information Statement as an attachment to kburns@cav.org.au and documents as described

- History of activities for the community, education and professional background. **(Max 450 words)**
- Personal statement of reasons for nominating for this position on the Board. **(max 450 words)**
- Personal statement on the knowledge, experience and qualities that you would bring to the Board of Management, making particular reference to the internal and external attributes and competencies of Management set out on page 1 of this Call for Nominations **(max 300 words)**
- Police Check (if not available at the time of nomination please refer to application for police check)
- 2 Professional References – please provide Name, Position and Contact Details.

Signature: _____

Date: ____/____/____

BOARD OF MANAGEMENT

NOMINATION FORM:

Centre Against Violence: Board Responsibilities:

The Centre Against Violence Board has two fundamental responsibilities: to ensure compliance and to improve performance. Its role includes;

- Developing strategy for the continued sustainability and growth of CAV
- Collaboration with and directing the CEO by setting plans, goals and providing guidance on strategy
- Oversight of financial performance of the organisation by regular review of financial reports
- Ensuring an internal audit function which establishes an independent review of financial policy, procedure and compliance on an annual basis.

Commitment:

The commitment to Centre Against Violence as a Board Member involves:

- attending Board meetings monthly (the board does not meet in January)
- reading Board papers, providing question ahead of meeting and active input in discussions
- Participating in small working groups for limited periods of time. Such groups might be selection panel for recruitment of CEO or Team Leader, board policy review and review of leadership structure.
- Ongoing working groups are at this time
 - finance subcommittee which meets monthly and is the responsibility of the Treasurer
 - the quality committee meeting which meets monthly and is a representative role for any board meeting
 - supervision of the CEO which is monthly and is a role for the Chairperson or his/her delegate

As a Board Member of CAV, you will be also need to be mindful that you are a representative of CAV and have obligations as a Board Member which includes:

- acting in good faith in the best interests of Centre Against Violence
- acting with care and diligence
- declaring and /or avoiding conflicts of interest in the position of a Board Member with consideration of the need to be timely in this declaration
- a range of duties that prohibit the misuse of information obtained as a Board Member.