

Policy Number	D.9
Policy Name	Election and Appointment to Board
Version	002
Approved by the Board on	June 2023
Scheduled review date	June 2025

1. Policy
 - 1.1. GBWA is committed to conducting the election and appointment of Board members in a transparent manner fulfilling all legal and constitutional requirements.
2. People
 - 2.1. The Voting members are responsible to
 - 2.1.1. Elect a State Commissioner (See Appendix E8.1) and three further Board members (see Appendix E8.2) as their position becomes vacant.
 - 2.2. The Board is responsible to
 - 2.2.1. Appoint a State Chaplain and a further two Board members as their Positions become vacant
 - 2.2.2. Review and update this policy in line with changes to State legislation.
 - 2.2.3. Conduct elections according to the following procedure.
3. Procedure
 - 3.1. The Board and Leadership members will be called to prayer nine (9) months before the election to pray for guidance in the nomination of Board members and the election/appointment of the Board.
 - 3.2. Twelve (12) weeks prior to nominations being called the Board will appoint a Returning Officer and set the closing date for nominations.
 - 3.3. Job descriptions for each portfolio should also be reviewed and updated at this time and any new ones written.
 - 3.4. Eight (8) weeks prior to elections, Nominations for the vacant portfolios will be called for. All nominations must be made on the appropriate form and submitted to the Returning Officer by the due date. Late nominations will not be accepted.
 - 3.5. Four (4) weeks prior to elections all details of nominees to be circulated to all Leaders by the State Office. Leaders are encouraged to discuss the nominations in their Company and with their Voting delegate.
 - 3.6. Elections will be held during the AGM. The Returning Officer and State Chaplain will count the votes. The State Chaplain will announce the results at the AGM.
 - 3.7. Successful Board members will not take office until 1st January following the AGM. During this time, if they are not already Board members, they may attend Board meetings as observers and complete the Board Induction process including any required SMO training, refer to Board Induction Policy
 - 3.8. In the event of a position not being filled the Board will discuss calling for further nominations at their next meeting. A casual vacancy may be declared at this meeting.
 - 3.9. At the first Board meeting following the AGM the Board will make any appointments required. Appointed Board members will not take office until 1st

January following the AGM. During this time, they may attend Board meetings as observers and must complete the Board Induction process.

- 3.10. If a sitting Board Member is elected as State Commissioner, she shall finish the calendar year as a Board Member with her current portfolio. She will commence her term as State Commissioner from January 1st. A casual vacancy will be declared, and the Board will appoint a suitable person to fill the position.

4. Papers

Date of approval by the Board _____

Signature of State Commissioner _____

The Girls' Brigade Western Australia

BOARD POSITION: NOMINATION FORM - STATE COMMISSIONER

We wish to nominate _____ for the position of:

State Commissioner – The Girls’ Brigade Western Australia Inc

	Proposer	Secunder
Name (print)		
Email Address		
Signature		
Date		

NB The nomination may only be proposed and seconded by current financial Leadership Members of Girls’ Brigade Western Australia.

DETAILS OF NOMINEE AND ACCEPTANCE OF NOMINATION

I declare that I am a current financial Leadership Member of The Girls’ Brigade Western Australia Inc and that I accept nomination for the position of Elected Member on the Girls’ Brigade Western Australia Board.

I confirm that I am

- ***At least 18 years of age***
- ***A natural person***
- ***Not an employee of Girls’ Brigade Australia or Girls’ Brigade Western Australia.***

Please indicate your response to the questions below which are prescribed in the Associations Incorporations Act 2015 about a person being excluded from being on the committee without special approval from the Commissioner for Consumer Protection if they:

Are bankrupt or their affairs are under insolvency laws	Yes/No
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Have been convicted of an indictable offence in relation to the formation or management of a body corporate in the last five years	Yes/No
Have been convicted of an offence involving fraud or dishonesty punishable by at least three months imprisonment in the last five years	Yes/No
Have been convicted of an offence under section 127 of the Act, where a person has allowed an association to operate while insolvent in the last five years	Yes/No

If elected, I consent to act as a member of the Girls' Brigade Western Australia Inc Board and undertake to fulfil all duties and obligations required of the position, including attendance of the Board meetings and compliance with the ***Girls' Brigade Australia Code of Practice***, the ***GBA Constitution***, the ***GBWA Constitution***, the ***GBA Policies and Procedures***, and the ***GBWA Policies and Procedures***.

Full details of the nominee and signature to accept the nomination

Name	
Email Address	
Mailing Address	
Phone Number	
Signature	
Date	

A resume outlining relevant experience, qualities and qualifications to undertake the role must accompany this nomination form.

Please forward this nomination to gbwa@girlsbrigade.org.au or **PO Box 109 Belmont WA 6984**

The nomination must be received by no later than **TIME** (AWST) on **DATE**

Appendix D.9.b

BOARD POSITION: NOMINATION FORM

We wish to nominate _____ for the position of:

Elected Board Member – The Girls’ Brigade Western Australia Inc Board

	Proposer	Seconder
Name (print)		
Email Address		
Signature		
Date		

NB The nomination may only be proposed and seconded by current financial Leadership Members of Girls’ Brigade Western Australia.

DETAILS OF NOMINEE AND ACCEPTANCE OF NOMINATION

I declare that I am a current financial Leadership Member of The Girls’ Brigade Western Australia Inc and that I accept nomination for the position of Elected Member on the Girls’ Brigade Western Australia Board.

I confirm that I am

- **At least 18 years of age**
- **A natural person**
- **Not an employee of Girls' Brigade Australia or Girls' Brigade Western Australia.**

Please indicate your response to the questions below which are prescribed in the Associations Incorporations Act 2015 about a person being excluded from being on the committee without special approval from the Commissioner for Consumer Protection if they:

Are bankrupt or their affairs are under insolvency laws	Yes/No
Have been convicted of an indictable offence in relation to the formation or management of a body corporate in the last five years	Yes/No
Have been convicted of an offence involving fraud or dishonesty punishable by at least three months imprisonment in the last five years	Yes/No
Have been convicted of an offence under section 127 of the Act, where a person has allowed an association to operate while insolvent in the last five years	Yes/No

If elected, I consent to act as a member of the Girls' Brigade Western Australia Inc Board and undertake to fulfil all duties and obligations required of the position, including attendance of the Board meetings and compliance with the **Girls' Brigade Australia Code of Practice**, the **GBA Constitution**, the **GBWA Constitution**, the **GBA Policies and Procedures**, and the **GBWA Policies and Procedures**

Full details of the nominee and signature to accept the nomination

Name	
Email Address	
Mailing Address	
Phone Number	
Signature	
Date	

A resume outlining relevant experience, qualities and qualifications to undertake the role must accompany this nomination form.

Please forward this nomination to Michelle Ward gbwa@girlsbrigade.org.au or **PO Box 109 Belmont WA 6984**

The nomination must be received by no later than **TIME** (AWST) on **DATE**