



# Northern Settlement Services Ltd

## Director Nomination Form

### INSTRUCTIONS

- Use one form for each candidate
- The candidate, proposer and seconder must be current members of Northern Settlement Services Ltd.
- Complete all details carefully

**Return completed form by 5pm on 21 October 2020**

✉ **Deliver** to 8 Chaucer Street, Hamilton NSW 2303

✉ **Post** to PO Box 157 Hamilton NSW 2303

✉ **Email** to [nss@nsservices.com.au](mailto:nss@nsservices.com.au)

**For enquiries phone 02 4969 3399**

**Name of Candidate** (only one person per form and must be NSS member)

*First name*

*Last name*

**Proposed by** (must be NSS member)

*First name*

*Last name*

*Signature*

*Date*

**Secoded by** (must be NSS member)

*First name*

*Last name*

*Signature*

*Date*

**Candidate consent** (note: candidate will also be asked to complete a Candidate Declaration)

I accept this nomination and if elected and deemed eligible, I consent to act as a Director of Northern Settlement Services Ltd.

*First name*

*Last name*

*Signature*

*Date*

**Nominations close at 5pm on 21 October 2020**

# Director Elections 2020 – Information for Members

Northern Settlement Services will appoint director/s at the Annual General Meeting this year to fill at least one vacancy on the Board.

## How do I nominate a person to be a director?

Any two (2) members can nominate another member to be elected as a director. The person who is nominated is called the 'nominee' or 'candidate'. The candidate must sign to say they consent to be a director.

Use the **Director Nomination Form** to nominate a member as a director candidate. Make sure the form is fully completed and signed by the proposer, seconder and candidate.

**TIP:** You must use a separate form for each candidate who you want to nominate.

## Am I eligible to be a director?

The first step to being a director is to be a current member of NSS. If you are not already a member, contact NSS and ask for a member application form.

There are also legal requirements of being a director and you will need to sign a declaration.

**TIP:** download a copy of the **Director Nominee Declaration Form** from the NSS website.

## Director nominee declaration

After you are nominated, you will need to sign a declaration before you can be a director.

You can download the declaration, sign and have it submitted with the Candidate Nomination Form. Alternatively, NSS will ask you to complete the declaration after we receive your nomination.

The declaration covers things like the behaviours expected of a director, and legal obligations. It also confirms that you consent to having the following checks done:

- Working with children
- National criminal record
- Insolvency / bankruptcy

These must be done before you are legally eligible to be a director.

**TIP:** make sure you understand the commitment you need to make to be a director, and your legal responsibilities.

## When is the election?

Vacancy/ies will be filled at the Annual General Meeting of members to be held on **25 November 2020**. An election will be held on that day if the number of candidates is more than the number of vacancies.

The formal notice of meeting will be sent to all members 21 days before the meeting. Information about candidates, and the details of the meeting, will be included with the meeting notice.

Only members can attend and vote in the election.

**TIP:** You will only be able to vote if you returned the annual membership renewal by 21 November 2020.

## How long will I be elected for?

Currently, directors are elected for a three-year term. This is being reviewed as part of an overall review of the NSS rules (the Constitution).

## What is expected of directors?

The board of directors meets monthly, and sometimes more often, at 8 Chaucer St Hamilton or by Zoom. The current schedule is 3-5pm on the fourth Wednesday.

The role of the board of directors includes:

- Driving the strategic direction of NSS
- Working with the CEO to enable NSS to get the resources, funds and people it needs to implement the strategic objectives
- Making sure NSS has the systems of good governance needed to operate effectively, meet legal compliance, retain and attract funding
- Reviewing reports and monitoring the performance of the organisation

Directors are expected to attend training, keep skills up to date, participate in committees and attend workshops.

**TIP:** directors have a lot of reading to do and need to be able to make informed and unbiased decisions. You might want to research the role of directors, do some training, or become a member of the Australian Institute of Company Directors (AICD).

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