**MEMORANDUM**

TO All Centre Members & Staff

TO Committee Members

From Annie Whyte MADCA Secretary

Date 18/07/2022

Subject 2022 Committee Members Nominations

Please find attached Committee Nomination Information and the Committee Member Nomination Forms for the 2022 Milang & District Community Association elections.

Nominations are being called for the positions to be elected and nomination forms to be signed by the Nominator & Nominee.

* President
* Vice President
* Secretary
* Treasurer

Committee Members Remaining for another year unless resignation is

* Chris Francis
* Alan Burkinshaw
* Cathy Fish.

Vacancies for (3) Committee members are also to be elected and nomination forms are to be signed by the Nominator & nominee.

The Enclosed nomination forms and details of criteria for committee members, are sought by the committee to ensure sound governance of the Milang & District Community Association.

Nominees with experience in Clinician, and/or in Clinical Care governance, along with those who have experience in quality & safety management will be highly regarded.

**NOMINATIONS CLOSE at 5:00 PM on Friday 26th August 2022**

**Selection Criterion Committee Members**

* Strategic & Effective Leadership
* Supporting the governance of the Association
* Sound understanding of Contemporary Governance principles
* Ability to balance organisation direction and innovation & stability
* Sound public speaking skills

Milang & District Community Association is operating in an environment with significant challenges as well as unique opportunities, therefore the committee’s responsibility is to meet the greater expectations alongside regulations.

The importance of good governance in organisations providing aged & disability care services within the community has taken on a high priority and emphasis.

The Committee derives its authority from the Association’s Constitution and is accountable to the members of Milang & District Community Association for the governance and performance of MADCA. The Committee’s principal role is to govern MADCA by ensuring that there is a proper governance framework in place to promote and protect MADCA’s purpose and interests.

We are looking for committee members to bring their diverse perspectives, abilities, and experience to the committee’s deliberations so the committee can effectively govern MADCA and achieve its purpose.

Committee members will meet 12 times per year for approximately 2 hours with an introduction of two strategically focused workshops convened each year covering Governance, strategic planning, Aged Care Standards, roles, and responsibilities. Please note these workshops will be conducted during business hours.

Of the 12 Meetings, we will hold 3 of those as public meetings 1 of which will be held in Clayton Bay.

An Effective Committee comprises individuals with integrity for sound judgment with the appropriate mix of skills and experience. A diversity of perspectives contributes to effective governance.

Consistent with Not-profit status the committee members do not receive remuneration.

In the nomination process, a person may nominate for more than one vacancy, nominators must be current members of MADCA as defined in the constitution. Nominators must complete the enclosed form and return it to the Milang & District Community Association.

MADCA Secretary

**2022 Committee Member Nomination Form**

Nominee to complete

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Position Sought (you may nominate for one or more of the vacancies please circle all that apply).

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Committee Member

Experience, qualifications, skills, and personal qualities that fit with MADCA Committee

Declaration:

1. I have read and understood the Committee Nomination information and completed the skills and understand the criterion.
2. I am a current Volunteer and Member of MADCA
3. I am not disqualified from managing a corporation, within the meaning of the Corporation Act (2001)
4. I have not been disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a responsible person (what the ACNC) & ASIC Act calls a “responsible entity” of a registered charity.
5. I have not been convicted of a criminal offense in the last 10 years
6. I acknowledge that the Committee of MADCA requires me to be an active volunteer within the organisation, to hold and maintain a current police clearance and DCSI Worker Clearance & Proda Documentation all to be provided within the 30 days of being elected.
7. Working with Children Check
8. Failure to return acceptable accreditation in any of these requirements will void your elected position on the Committee.

Signature of Nominee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nominator to complete**

I, (Name of Nominator) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Holding a position as a member of MADCA

Hereby nominate the person named above for the vacant committee positions marked.

Signature of Nominator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_