



**2023 ACHPER WA Board Elections**

**Nomination for Board Positions:**

**Including President, Vice President and**

**Board Members**

**Confidential upon Completion**

All nomination forms and supporting details are to be submitted by the endorsing branch representative via email to:

**Lea Hughes**  
**Executive Officer, ACHPER WA**  
**Email: [eo@achperwa.org.au](mailto:eo@achperwa.org.au)**

## Elections for the Board of ACHPER WA.

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In accordance with the ACHPER WA constitution, nine (9) elected positions are available:

The ACHPER WA Board therefore seeks nominations from suitably qualified members for the following positions.

The following positions are declared vacant:

- **President (2 year term)**
- **Vice President (2 year term)**
- **Board Members (4 x 2 year term)**
- **Board Members (3 x 1 year term)**

Position details:

### ***President:***

- Oversee Organisation affairs.
- Ensure the Board carries out its governance role effectively.
- Develop the agenda with the Executive officer (EO) for board meetings and ensures pre-meeting material is circulated.
- Preside at Board meetings. Runs meetings effectively and ensures all opinions are heard.
- Identify recommendations that should be presented to the Board
- Establish the search and selection committee for the hiring of the EO.
- Ensure recruitment and orientation of new Board members.
- Maintain regular contact with EO.

The role of President typically involves the following time commitment:

- **Board Meetings:** the Board meets monthly, typically on Monday evenings.
- **National Representative Forum (NRF) meetings** – two (2) per year (virtual attendance).
- **Annual General Meeting.**
- Any other special Board or sub-committee meetings and/or participation in short-term project teams.

### ***Vice President:***

- Act as the Chair in the absence of the President at Board meetings.
- Assist the President with his/her duties.
- Frequently assigned special areas of responsibility.
- Monitor finances on a regular basis with reports provided.
- Investigate additional methods of income generation
- Review, monitor and update any constitutional or Strategic Plan requirements.

The role of Vice President typically involves the following time commitment:

- **Board Meetings:** the Board meets monthly, typically on Monday evenings.
- **Annual General Meeting.**
- Any other special Board or sub-committee meetings and/or participation in short-term project teams

**Board Member:**

- Have a commitment to the organisation's values and objectives.
- Use their powers in the best interests of the organisation as a whole.
- Make reasonable inquires to ensure the organisation is operating efficiently, effectively, appropriately and legally in achieving its mission and goals.
- Read material for meetings in advance and any other relevant preparation.
- Attend all Board meetings and participate in discussions and decisions.
- Represent the organisation in the community.
- Approve/develop/review the strategic plan and set goals, objectives and vision for the organization.
- Approve the budget and monitoring expenditure, and ensure there are adequate funds and resources for the organisation.
- Encourage ACHPER members to respond to issues directly related to their area of focus.

The role of a Board Member typically involves the following time commitment:

- **Board Meetings:** the Board meets monthly, typically on Monday evenings.
- **Annual General Meeting.**
- Any other special Board or sub-committee meetings and/or participation in short-term project teams

Further information about any ACHPER WA Board role can be found under clause 23 of the ACHPER WA constitution.

## Nomination Criteria

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- All applicants must be a financial member of ACHPER WA, and all nominations must be made in writing to the ACHPER WA Board.
- All applications must be nominated by a financial ACHPER WA Member, and the nominee must then accept the nomination.
- All nominations are to be endorsed by an appropriate ACHPER WA representative, such as President or Vice President, who certifies that the nominee is financial and eligible for nomination.
- Both sections of the ACHPER WA Nomination Form must be completed and returned for the nomination to be valid.
- Applicants can nominate for more than one position and can nominate for available official positions.
- Should an applicant currently hold a position of office or employment within ACHPER and its branches, they will be required to resign prior to commencing their term.

## Section One

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Section one must be filled out by the nominator and provide his or her contact information. The nominator must also provide the position that the nominee is standing for.

## Section Two

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Section two must be filled out by the nominee and contain his or her contact information. The nominee is that person who is applying for a Board position.

**This form must be received by mail or email at the address below by COB 23/11/2023**

Receipt will be acknowledged by email within two (2) working days.

ACHPER WA Board via

Email: [eo@achperwa.org.au](mailto:eo@achperwa.org.au)

Questions on the nomination process should be directed to the ACHPER WA Executive Officer:

Lea Hughes 0466 100 049 or [eo@achperwa.org.au](mailto:eo@achperwa.org.au)

**Nominees are strongly encouraged to speak to the Executive Officer prior to the nomination form being lodged.**

# ACHPER WA Nomination Form

## Section One - to be completed by *Nominator*

I nominate \_\_\_\_\_

for the available position of (please select by tick):

President (2 year term)

Vice President (2 year term)

Board Member (4 x 2 year terms)

Board Member (3 x 1 year terms)

### **Nominator:**

Name:

Address:

Phone:

Email:

Date of Nomination:

Position:

Signature:

### **Endorsed By:**

Name:

Branch position (e.g., President/ Vice President):

On behalf of (Branch):

*In endorsing this nomination, I confirm that the nominee meets the eligibility criteria.*

Signature:

Date:

# ACHPER WA Nomination Form

## Section Two - to be completed by *Nominee*

I, \_\_\_\_\_ accept this nomination for  
the position of \_\_\_\_\_

I declare I am a current member of ACHPER, and

- hold no other position of office or employment within ACHPER and its branches, *or*
- hold another position of office or employment within ACHPER and its branches but agree to resign immediately once elected.

and

- have no conflict of interest as per the section 26 of the ACHPER WA constitution, *or*
- have declared any potential conflict of interest in my application.

Candidate's statement (max. 100 words) (*resume can be attached separately if preferred*):

Conflict of interest (*if applicable*):

**Nominee**

Name:

Address:

Phone:

Email:

Date:

Signature: