

Director Nomination & Declaration Form

Date: _____

Dear Members,

Nomination for the position of a Director with ICB.

(Nominees must be endorsed by two (2) ICB Members)

We _____ Member no. _____ &

_____ Member no. _____

hereby nominate:

_____ (the nominee) Member no (if applic) _____

Of _____

(Business Name - Suburb & State)

to be considered by the Members for the position of Director of The Institute of Certified Bookkeepers Ltd. (ICB)

We have read the information provided by the nominee and believe it to be true and correct.

We commend the nominee to the members

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Nomination Information

Members nominated for consideration as a Director of The Institute of Certified Bookkeepers Ltd (ICB) are asked to complete and submit the following Declaration:

I _____ hereby agree to be nominated for consideration by the members to be a Director of ICB and if so elected consent to act in accordance with the obligations as set out in the 'Requirements for ICB Directors' (attached)

I provide the following declarations and information that can be made available to all ICB members.

Nominee Details:

Member No: _____

First Name:

Family Name:

Email:

Mobile Phone number:

Business name:

Address: (Suburb & State – only)

Suitability to be a Director

- I am over 18
- I am eligible in accordance with the requirements of ASIC and the Corporations Act 2001 to be a Director: <https://asic.gov.au/regulatory-resources/financial-reporting-and-audit/directors-and-financial-reporting/https://asic.gov.au/for-business/small-business/starting-a-small-business/#eligible>
- I have completed a Police check – results attached. <https://www.police.vic.gov.au/national-police-records-checks>

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>
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Signed: _____ Dated: _____

Relevant information for consideration of Nominee

(Once approved, the nominee will need to provide a 150 Word paragraph including a black and white passport size photo that will be uploaded to the website as part of the election process)

1. Background, qualifications & experience:

- What is your current employment situation?
(own business / contractor / in employment / retired)
Please include name of employer if relevant.
- What Bookkeeping qualifications/experience have you achieved (if any) and when?
- What value do you believe you would bring to the ICB Board?
- Are there any potential 'Conflicts of Interest' that members would need to be made aware of? (Refer to <https://www.tpb.gov.au/managing-conflicts-interest-BASagents>)
- Are you involved in any 'Partner Programs' of ICB?

2. Self-promotion:

- Is there any additional information that you would like to provide to members that you would like them to consider in evaluating your nomination?
(You may like to include your resume)

3. Acknowledgement:

I acknowledge that I have read and understood:

- Director Roles and Responsibilities (as per Board Charter Extract provided in the online application process information).
- I agree to the requirements for active contribution to the ICB Board as detailed in the Extract of the Charter.
- That the term of the appointment will be 3 years.
- As part to the voting process, I will be available to record a webinar introduction for members to view prior to the commencement of annual election voting being early to mid-April.
- I confirm that all the above information is true and correct and can be made available to all members of ICB for the purpose of expressing their votes.

As per Extract of Information from the Charter:

2 Role of The Board

The Directors jointly as a Board provide leadership, set strategic and policy direction and oversee the business and affairs of the association for the purpose for which the association is established. The Board is accountable to the members of the association for the overall performance of the association, in accordance with the objects of the associations as contained in the Constitution.

The Board does not manage the day-to-day operations of the association. This is delegated to the Chief Executive Officer.

11.2 Annual Schedule

The new Board's year begins with the first meeting following the AGM. The election of Directors is phased over a three year period to ensure that there is continuity of Board business and knowledge. The Board normally will agree on an annual schedule of meetings before the AGM but this will be ratified at the first meeting after the AGM by agreement of the Directors. The annual schedule will:

- Ensure sufficient frequency and time to fulfill the Board's responsibilities.
- Provide time and opportunity for annual events such as strategic and risk planning, the statutory audit, consideration of the annual accounts, annual report and AGM, strategic review of services, conferences and events schedules.
- Allow time for internal and external presentations as appropriate on strategic aspects of the Association and the environment.
- Allow time for professional development activities for the whole Board.
- Provide for a review of Board performance including progress against the Board plan.
- Provide for four, two day meetings either face to face or via electronic means generally in February, June, September and December, a one day post AGM meeting normally in May and additional meetings as considered necessary.

Signature _____ Dated _____

Confidential Information

(Not provided to members but required by ICB to validate your nomination. This form will be removed prior to publication to the website)

Name: _____

Date of Birth: _____

Place of Birth: _____

Residential Address: _____

Business Name: (if applicable) _____

Business Address: (if different) _____

Email Address: _____

Primary Telephone Number: _____

Secondary Phone number: _____

Are you an Australian resident?: Y N