

Director Nomination & Declaration Form

Date: 29/02/2024

Dear Members,

Nomination for the position of a Director with ICB.

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

We Denise Palmer Member no. 348190 &
Annie Pearson Member no. 320143

hereby nominate:

Melissa Foote (the nominee) Member no (if applic) 625
Of 1 Hoddle Way, Altona Meadows VIC 3028

(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: Denise Palmer

Signature: 

Date: 29/02/2024

Name: Annie Pearson

Signature: 

Date: 2902/2024

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 Melissa Foote 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: 625

First Name:

Family Name:

Melissa

Foote

Email:

Mobile Phone number:

melissafoote@mac.com

0488 265 855

Business name:

Bloom 8 Global Pty Ltd

Address: (Suburb & State – only)

1 Hoddle Way, Altona Meadows VIC 3028

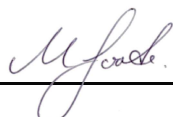
Suitability to be a Director

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

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



Dated: 29/02/2024

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.

Background, qualifications & experience:

What is your current employment situation?

I am self-employed by Bloom 8 Global Pty Ltd – an accounting/bookkeeping consultancy practice and I am also a registered BAS agent, MYOB Certified Consultant (10+ years), QBO Advanced Pro Advisor and Xero Training Partner/Xero Certified Partner

I am the CEO/Managing Director of Bloom 8 Global. In this role I manage my organisation which includes the following:

- HR/IR activities and compliance
- Professional Development Activities for staff and myself
- Course creation, design and updates
- Procurement and analysis of technology & content relevant to the business
- Government tenders and funding applications/renewals
- Licencing and audit requirements including government and financial audits
- CFO and audit/preparation of the business accounts • Lodgement and compliance of business accounts
- Direction and planning of business operations and opportunities
- Engage with market to keep up to date on Industry changes and movements
- Promote Bloom 8 both locally and internationally
- Public speaking role as a representative of Bloom 8
- Private consultant and BAS agent providing training, support and compliance management to small, medium and large enterprises

What Bookkeeping qualifications/experience have you achieved (if any) and when?

I hold the following qualifications and/or am working toward completion:

Achieved:

- Diploma of Accounting
- Cert IV TAE
- Evernote Certified Consultant Completing:
- Advanced Diploma of Accounting (including tax agent skill set)

Working toward:

- Degree in Accounting/Tax Law – combined degree

I have been involved in the Bookkeeping industry since 2000 and have owned and operated a successful bookkeeping practice since 2002. I also achieved the relevant qualifications and experience required to become a BAS agent and registered as an agent within a year of the TPB's release. I have contracted to accounting firms and have also worked on a number of audits and as a consultant to assist in the repair of large-scale bookkeeping messes!

What value do you believe you would bring to the ICB Board?

Each of the roles I hold align directly with the objectives, vision and purpose of ICB. I.e. To educate and promote bookkeepers as a profession and to support members in their pursuits of a rewarding bookkeeping/accounting career. In summary, as my business and career focus specifically on these outcomes too, my passion and dedication to this industry are clearly aligned to achieving the same positive results as ICB. For this reason, I believe my position on the Board would be both relevant and well aligned.

My application to this industry, multiple qualifications/achievements and the diversification of my business show a clear ability to strategically think and operate. I have invested heavily in education for both my business and self and continue to do so. This drives my business forward and allows it to adapt to the constant and unrelenting changes of each industry I am engaged in. I have also formed a number of strategic alliances and partnerships for mutual benefit. This has been both rewarding and successful in providing a strategic direction for both myself and my business.

*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>)*

No perceived conflicts of interest

Are you involved in any 'Partner Programs' of ICB?

- MYOB Certified Consultant (over 15 years). Why: MYOB has always been a leading software in Australia and at certain stages was the major leading software. Therefore, it has been very important to both my career and business to invest time and effort in the skills and knowledge required to master this application.
- Xero Certified Partner (over 10 years). Why: Xero came into the market and literally stole the market out from underneath MYOB. There was a huge transition of partners from MYOB to Xero but I decided to stay with both. As Xero is a strong contender for capturing the majority of the Australian market, it was a wise business and career choice to invest in this software. As an educator, I also wanted to be on top of the most relevant trends and software and thus pursued Xero as an alternate option to MYOB products.
- QBO Pro Advisor (over 7 years). Why: Intuit is another leader which entered the market and provided a great opportunity to both clients and bookkeepers/consultants. I think this product is a strong contender in the market and therefore I invested time and energy into getting to know this product as well as supporting clients on this platform. As an educator I also wanted to know more about the most relevant products that are likely to be used by our students into their futures. With this in mind, I also invested in this product to ensure I was able to pass on my knowledge and experience.

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?

I am currently a Non-Executive Director of ICB and have held this position for the last five years. I also am on numerous Committees and Advisory Boards. In addition, I have owned and operated my own successful business since 2000 and have managed many staff. This requires a great deal of leadership and management skills in order to remain afloat. I also have demonstrated leadership skills as a facilitator and Fellow of ICB network meetings for the last 10+ years.

To be absolutely honest, I have enjoyed being on the Board and working with wonderfully experienced and skilled people. I have learned a lot from my fellow Non-Executive Directors. Because of this learning opportunity, I believe I will directly benefit from the further knowledge and experience that comes from being on the Board.

As a member of the Board I will always be a passionate and engaged advocate for Industry. I have worked in this industry for almost 20 years and really love what I do. This is shown in my dedication to industry, education of Industry participants and in my voluntary roles with ICB. I am also a strong, independent woman that knows this industry well and can empathise with ICB's members as to the challenges we face both as business owners and women (sorry guys, I'm not excluding you, but we girls have some specific other issues we need to deal with!). My true passion is to inspire, educate, mentor and to help others achieve confidence and happiness in all that they do. I like to keep things simple in order to facilitate the fastest change and therefore believe in a no-nonsense approach to business and life. Most of all, I love to have fun, and this includes in business. Yes, we can work hard, but we can also play hard too. Who says work can't be enjoyable and this is what I would like to promote to the members to ensure a healthy work/life balance, whilst also reducing depression and any associated mental health issues.

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.

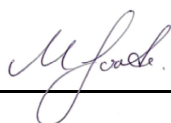
The Board does not manage the day-to-day operations of the association. This is delegated to the Chief Executive Officer.

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

29/02/2024