

Application for Board Nomination

Procedure for Board Appointment:

The Constitution of Goulburn Region Preschool Assoc Inc. states:

A minimum of 4 and maximum of 6 Board Representatives elected by the authorised representatives of all early childhood centre members of the Association, and

A maximum of four people may be co-opted by the Board once elected. The Board may appoint a member or a non-member onto the Board. Co-opted Board members will be approved by the members at the next Special General Meeting convened by the board. Staff members are not permitted to be appointed as Board members.

1. Expressions of interest will be sought. This may be in local media or as determined by the Board.

2. The following documents will be distributed to those who express an interest:

- This document which includes the Board Code of Conduct
- Strategic Plan

3. The Board will meet and consider all applications for Board membership. All Applicants will be assessed on the following criteria:

Commitment and interest in early childhood education

Current needs of the Board

Past committee or Board experience

Commitment and experience in community organisations

4. All applicants will be notified in writing of their success or otherwise of their application.

5. All Board members will be required to provide a National Police Certificate; a volunteer Working with Children Check and Proda Registration. ASIC checks will also be conducted.

Name:

Address:

Email:

Phone:

Please attach your CV:

Please briefly state the reasons for your interest in becoming a Board Member:

1. Board Code of Conduct

The GRPSA Board is committed to ethical practice in all areas of its authority.

The Board must:

- make every reasonable effort to ensure that it complies with all laws and regulations;
- meet its responsibility to ensure that all persons having dealings with GRPSA are treated with due respect and are provided with a working environment and conditions that meet all reasonable standards of employment as defined in relevant workplace legislation;
- encourage and facilitate employees, contractors or families bringing matters they consider pose a threat to the viability and/or reputation of GRPSA to the attention of the Board without fear or favour;
- act, at all times, in the best interests of GRPSA;
- demonstrate behaviour aligned to GRPSA's core values, culture and governance policies in contractual arrangements and negotiations with funding bodies and relationships and communications with all stakeholders;
- avoid conflict of interest situations;
- not use inside information, and not accept inappropriate payments and/or gifts; and

- approve the implementation of appropriate control, management and reporting frameworks.

Board Members must:

- act honestly and in good faith at all times;
- ensure they avoid deceptive, unethical practice or any other behaviour that is, or might be construed as, being not consistent with the code of ethical practice;
- not disclose to any other person confidential information other than as agreed by the Board, or as required under law; and
- act in accordance with their responsibilities, complying with the spirit as well as the letter of the law.

2. GRPSA Board Charter

The Board is responsible to the members of GRPSA for the organisation's overall governance, including ensuring the continuity of GRPSA and the long-term viability of the entity.

To assist the Board in fulfilling its governance functions, the Board Charter outlines the:

- duties and responsibilities of the Board;
- key functions of the Board;
- duties and responsibilities of individual Board members; and
- key board roles and their functions.

The Board Charter should be read in conjunction with the policies of the GRPSA Board.

Duties and Responsibilities of the Board

The Board's responsibilities include:

- setting the strategic direction of GRPSA and monitoring the implementation of that strategy by the Managers and employees;
- ensuring the ongoing capability of the organisation to realise its Mission, including:
 - approving and monitoring the progress of the annual budget and associated capital expenditure;
 - monitoring compliance with all legal and regulatory obligations;

- reviewing and ratifying systems of risk management and internal compliance and controls, codes of conduct, continuous disclosure, legal compliance and other significant corporate policies;
- ensuring GRPSA's assets are safeguarded;
- ensuring the long-term financial viability of the organisation;
- involving themselves in member Preschools' activities and informing themselves of the range of member views relating to the scope of operations;
- appointing, removing, and managing the performance of the Manager;
- offering advocacy on behalf of GRPSA;
- approving and monitoring financial and other reporting to members, employees and other stakeholders;
- approving Board policy documents;
- delegating authority and accountability;
- ensuring that the Board is effective;
- ensuring compliance with all contractual arrangements, especially funding agreements;
- recommending the appointment of an auditor;
- maintaining the optimum structure for the organisation.

Duties and Responsibilities of individual Board members

Every Board member must ensure that they devote sufficient time to perform their role and duties and must ensure that they understand the complexities of the sector in which GRPSA operates.

All Board Members are responsible for ensuring that the Board fulfils its role, and Board members' duties include the following:

- attend Board meetings;
- participate fully in discussions and decisions;
- read, comment on and contribute to working papers and proposals for decision by the Board;
- participate on Board committees and working groups as appropriate; and
- demonstrate an understanding and awareness of the legal, financial and planning and monitoring responsibilities of the Board.

In discharging their duties, each Board Member must:

- exercise care and diligence;
- act in good faith in the best interests of GRPSA;
- undertake appropriate training, including an induction to GRPSA;
- not improperly use their position or misuse information of GRPSA; and
- commit the time necessary to discharge effectively their role as a Board Member.

Print Name: _____

Signature: _____

Date: _____