



NOMINATION PACK

Non-Executive Director

Scouts Australia NSW

NOMINATION

The Board invites candidates to nominate for three (3) Non-Executive Director (NED) roles with skills identified by the Scouts Australia NSW Board of Directors. One of the NED roles is the Honorary Treasurer.

- Honorary Treasurer
- Government Relations and Corporate Affairs
- Corporate Governance and Strategy

CLOSING DATE

Nominations must be received by 5 pm Thursday 18 May 2017. Late applications will not be considered.

ON-LINE NOMINATION FORM

Please complete the on-line nomination form. This form includes following areas:

- Contact Details
- Photo Upload
- Confirmation of Eligibility
- Statement of Intent
- Self-Assessment
- Declarations
- Consent
- Candidate and Branch Councillor Signature Form

BOARD MEMBERSHIP

In accordance with the constitution (**Constitution**) of The Scout Association of Australia NSW Branch (**Scouts NSW**), the Board of Directors (**Board**) has the power and responsibility to manage the business of Scouts NSW. The Board comprises 12 people of whom six are Ex Officio Directors and six are Non-Executive Directors. Board Members are not remunerated by Scouts NSW.

NOMINATIONS ARE SOUGHT

Three (3) vacant Non-Executive Director positions on the Board are to be filled at the 2017 Branch Council AGM including the Treasurer, who is required to be a Non-Executive Director.

In order to provide an appropriate mix of skills across the Board membership candidates with the following experience and skills are being sought for positions in 2017.

- Honorary Treasurer
- Government Relations and Corporate Affairs
- Corporate Governance and Strategy

TERM OF OFFICE

A Director is appointed for a three (3) year term.

TIME COMMITMENT

Generally, the commitment to the Board is 12 meetings per year held at the Scouts NSW State Office, with the provision for special meetings from time to time including two Board planning days.

As a Director, you will be expected to:

- meet monthly (meetings can be by telephone) and at other times as required
- undertake a variety of tasks including project work, and reading and considering Board papers, and
- at times chair or serve on sub-committees.

Board members are expected to have read all the relevant Board Papers leading up to each meeting and to actively contribute at meetings.

SIGNED STATEMENT OF CANDIDACY AND BRANCH COUNCILLOR SIGNATURE FORM

Two members of the Branch Council must sign the nomination. If you do not know a Member of the Branch Council, please contact the General Manager on 02 9735 9000 in advance of 18 May, 2017. Upon receipt of a nomination, the General Manager must procure a background check into whether the nominee is fit and proper or suitable to hold the office of a Non-Executive Director. A nomination of a candidate for election as a Non-Executive Director received in accordance with the Constitution will be treated as a valid nomination provided the results of the Background Check indicate the candidate is a fit and proper person to hold office as a Director of Scouts NSW.

ENQUIRIES

Please contact Andrew Smith, General Manager on 9735 9000 or by email andrew.smith@nsw.scouts.com.au

LODGEMENT

Please submit your completed on-line form on or before 5 pm Thursday 18 May 2017.

CANDIDATE PACK

Following the completion of a background check, provided the results indicate the candidate is a fit and proper person to hold office as a Director of Scouts NSW and a completed nomination form, the nomination will form part of a Candidate's Pack.

Your name, statement of intent, photo, and other relevant elements of your nomination will be disclosed to the Branch Council Members so that they may consider them prior to voting.

SUBMISSION CHECKLIST

Before submitting your application, please ensure that you have completed/attached the following documentation:

| | |
|--------------------------|--|
| <input type="checkbox"/> | ON-LINE NOMINATION FORM – Contact Details, Eligibility , Statement of Intent, Declarations |
| <input type="checkbox"/> | PHOTO – Passport sized photo of the candidate |
| <input type="checkbox"/> | SELF-ASSESSMENT - Knowledge and Skills Self-Assessment |
| <input type="checkbox"/> | SIGNED STATEMENT OF CANDIDACY AND BRANCH COUNCILLOR SIGNATURE FORM |



STATEMENT OF CANDIDACY AND BRANCH COUNCILLOR SIGNATURE FORM

Please upload this Statement of Candidacy and Branch Councillor Signature Form to the on-line nomination form.

STATEMENT OF CANDIDACY

I make the following statement of candidacy that the information provided in my nomination form for the role of Non-Executive Director is a true and accurate record of my interests relevant, or likely to be relevant, to an association with Scouts Australia NSW.

| | |
|------|------|
| Name | Date |
|------|------|

BRANCH COUNCILLOR SIGNATURE

We hereby nominate [insert full name] as a candidate for election as a Non-Executive Director of The Scout Association of Australia New South Wales Branch at the 2017 Branch Council AGM.

A nomination must be signed by two (2) members of the Branch Council (one of whom may be the candidate) to be considered under the Constitution as a valid nomination.

Branch Councillor 1

| | | | |
|------|-----------|--------------|------|
| Name | Signature | Phone Number | Date |
|------|-----------|--------------|------|

Branch Councillor 2

| | | | |
|------|-----------|--------------|------|
| Name | Signature | Phone Number | Date |
|------|-----------|--------------|------|

KNOWLEDGE AND SKILLS AREAS OF BOARD MEMBERS - SELF-ASSESSMENT GUIDE

Attachment A

| Knowledge and/or Skill | General Description | Guidance as to the expected minimum <u>demonstrated</u> knowledge and skills required | | |
|---|--|---|--|---|
| | | EXPERT as for HIGH but also with: | HIGH as for MEDIUM but also with: | MEDIUM |
| SELF-ASSESSMENT GUIDE: CORE KNOWLEDGE AND SKILLS | | | | Part I |
| Board and/or Executive Leadership Experience | An understanding of, and experience as, a member of a governing board of public or private companies and/or not for profit organisations; and/or An executive leadership role, in Government, Private or Not-for-Profit Sectors. | At least 8 years of experience as a <u>non-executive</u> member of a governing board/s; and/or At least 10 years of experience in a Senior Executive leadership role (e.g. CEO or equivalent); within an organisation/s of at least 40 staff and/or a gross turnover of more than \$3M pa | At least 5 years of experience as a member of a governing board/s comprising three or more Directors, of an organisation with a gross turnover of more than \$1M pa; and/or At least 7 years of experience in a Senior Executive leadership role (e.g. CEO or equivalent) of an organisation/s of at least 20 staff and/or with a gross turnover of more than \$2M pa | At least 3 years of experience as a member of a governing board, with a demonstrable working understanding of the role of a Board Director; and/or At least 5 years of experience in an Executive leadership role, with a demonstrable working understanding of the role of a Board member. |
| Corporate Governance and/or Legal | A demonstrated understanding of, and experience in, developing and overseeing mechanisms that ensure legislation compliance and the implementation of good corporate governance; including a working understanding of: <ul style="list-style-type: none"> Members' roles and responsibilities under Australian Corporations Law Corporate Governance Policy development Conflict of Interest Policy and Practices Audit processes Division of roles and responsibilities between | Demonstrated experience in a <u>senior leadership</u> role (of more than 8 years) in the development of good corporate governance and/or legislative compliance with a Governing Board/Board of Management/Board of Directors in an organisation/s of at least 40 staff; and/or A gross turnover of more than \$3M pa; and A Certificate or Diploma level qualifications specifically related to the areas of corporate governance (e.g. Company Directors Course); and/or Graduate Diploma or Masters level qualification related to the areas of corporate governance (e.g. Grad Dip Public Admin; MBA); and | Demonstrated experience (of more than 5 years) in leading the development of good corporate governance and/or legislative compliance in an organisation/s of at least 20 staff; and/or A gross turnover of more than \$1M pa; and/or Certificate or Diploma level qualification/s specifically related to the areas of corporate governance (e.g. Company Directors Course); and/or A Bachelor of Laws, with at least 5 years' experience in legal practice. | Demonstrated understanding of the principals of good corporate governance; and Direct experience in the development of good corporate governance and/or legislative compliance. |

KNOWLEDGE AND SKILLS AREAS OF BOARD MEMBERS - SELF-ASSESSMENT GUIDE

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|------------------------|--|--|--|---------------|
| | | EXPERT as for HIGH but also with: | HIGH as for MEDIUM but also with: | MEDIUM |
| | Governing Boards and Executive Management. | A demonstrated leadership role (as described in HIGH); and/or A Bachelor of Laws, with at least 8 years of experience in legal practice. | | |

SELF-ASSESSMENT GUIDE: SPECIALIST KNOWLEDGE AND SKILLS AREAS OF BOARD MEMBERS -

Part II a

HONORARY TREASURER

| | | | | |
|---------------------------------------|--|--|--|---|
| Financial Management and Audit | Demonstrated experience in, the understanding of: <ul style="list-style-type: none"> financial reports budgets the impacts of financial-based terms and conditions in contracts the implications of financial performance on the short and long term viability and effectiveness of an organisation the role and function of financial and compliance auditing. | A Certified Practicing Accountant (CPA) and/or Chartered Accountant in Australia with at least 8 years of professional experience as an Accountant. Executive management experience at a NFP with revenue \$10M+ Prior Director experience in commercial and/ or NFP organisations with revenue \$10M+ | Demonstrated experience of more than 5 years in, the understanding and practical application of financial reports, budgets etc. at a <u>professional level</u> with the ability to: <ul style="list-style-type: none"> construct and use a chart of accounts develop a multi-job/class budget use a balance sheet, income-expenditure/profit & loss and cash flow statements to manage an organisation/business; and/or A Certified Practicing Accountant (CPA) in Australia | Demonstrated experience in the use of financial reports in particular balance sheets and income-expenditure/profit-loss and cash flow statements. A demonstrable understanding of: <ul style="list-style-type: none"> budgets to monitor the health of an organisation and an understanding of the impacts of financial-based terms and conditions in contracts the implications of financial performance on the short and long term viability and effectiveness of an organisation the role and function of financial and compliance auditing. |
|---------------------------------------|--|--|--|---|

SPECIALIST KNOWLEDGE AND SKILLS AREAS OF BOARD MEMBERS - SELF-ASSESSMENT GUIDE

Part II b

GOVERNMENT RELATIONS AND CORPORATE AFFAIRS

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|---------------------------------|--|--|--|---|
| Government Relations and | Demonstrated experience in and/or knowledge of | Demonstrated senior leadership (of more than 8 years) in government liaison regarding policy and legislation | Demonstrated leadership (of more than 5 years) in government liaison regarding policy and legislation. | Active participation at a senior level in government relations and corporate affairs for a business |
|---------------------------------|--|--|--|---|

KNOWLEDGE AND SKILLS AREAS OF BOARD MEMBERS - SELF-ASSESSMENT GUIDE

Attachment A

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|--------------------------|--|---|---|--|
| | | EXPERT as for HIGH but also with: | HIGH as for MEDIUM but also with: | MEDIUM |
| Corporate Affairs | Communication with Government bodies regarding legislation and regulation. Corporate communications, government relations, public affairs, stakeholder engagement and community relations Industry trends | Demonstrated experience in corporate communications, stakeholder engagement and relations on behalf of organisation/s of at least 40 staff; | Demonstrated experience in corporate communications, stakeholder engagement and relations on behalf of organisation/s of at least 20 staff; | and/or organisation/s of at least 10 staff |

SPECIALIST KNOWLEDGE AND SKILLS AREAS OF BOARD MEMBERS - SELF-ASSESSMENT GUIDE

Part II c

CORPORATE GOVERNANCE AND STRATEGY

| | | | | |
|--|---|--|--|--|
| Strategic planning and/or Business Planning | A demonstrated understanding of, and experience with, planning activities such as setting 3-5 year strategic, whole-of-organisation objectives for: <ul style="list-style-type: none"> • resource prioritisation • human resource/workforce planning • organisational structural reviews • market and business analysis • funding proposal development | Demonstrated <u>senior professional leadership</u> role (of more than 8 years) and responsibility for strategic planning, business and/or organisational development for an organisation of at least 40 staff; and/or A gross turnover of more than \$3M pa; and/or Degree or Masters level qualification/s directly related to the areas of strategic level planning; business and/or organisational development (e.g. MBA); and A demonstrated leadership role in strategic planning (as described in HIGH). | Demonstrated <u>leadership</u> role (of more than 5 years) in strategic planning, business and/or organisational development for an organisation/s of at least 20 staff; and/or A gross turnover of more than \$2M pa; and/or Post-Graduate Diploma level qualifications specifically related to the areas of strategic level planning, business and/or organisational development (e.g. Dip BA, Dip BM) | Active participation at a senior level in strategic planning, business and/or organisational development for an organisation/s of at least 10 staff. |
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PLEASE NOTE: You are expected to provide information and/or verification of knowledge, experience and skills that you assess as being MEDIUM, HIGH or EXPERT.