

## BOARD MEMBER APPLICATION AND DETAILS FORM

### 1. BOARD STATEMENT

The function of the Board is to ensure the delivery of the organisation's objectives, to set its strategic direction and to uphold its values. The Board is collectively responsible and accountable for leadership, guidance and oversight that monitors and ensures the organisation achieves its strategic objectives, is solvent and complies with all legal, financial, and ethical obligations.

### 2. NOMINATION DETAILS

Applicants, nominators, and seconders must be current financial members of Cairns Community Legal Centre Inc (the Centre). A selection process will be undertaken to review applications to meet criteria, skills, and experience.

☐ I would like to apply for the BOARD of Cairns Community Legal Centre Inc as an Ordinary Board member

Surname				Given Names			
Former Names (if applicable to ASIC Register).							
Date of Birth:							
Place of Birth:	Town:				State:		
	Country:						
Usual Residential Address (for ASIC records, this cannot be a PO Box):							
Preferred address for CCLC mailings:							
Preferred Daytime Contact (Weekdays)	Phone:			Mobile:			
	Email:						
Preferred After Hours Contact:							
Business Occupation:							
Directorships in Other Organisations (Public Companies or Others):							
Signed:					Date:		

*For people in the community experiencing disadvantage*

*We acknowledge the traditional custodians of the land on which we live, work and travel.  
We pay deep respect to Elders past, present and emerging.*

### 3. POSITIONAL REQUIREMENTS

The following criteria, or ability to obtain same, are mandatory requirements to fulfill the role of a Board Member.

Member of Cairns Community Legal Centre Inc	YES <input type="checkbox"/>	NO <input type="checkbox"/>
National Police Check	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Do you have any known health condition that could impact on your ability to carry out the duties of Board Member diligently and appropriately?

#### 4. SKILLS AND EXPERIENCE

Please submit your resume with your application and detail below areas of skills, knowledge and experience you would bring.

Skills, Knowledge, and Experience	Please Tick
Board and Governance Experience	
AICD/Governance Institute Qualifications	
Leadership Experience	
Operational Management Experience	
Strategic Planning	
Risk Management	
Qualified Accountant (CA or CPA)	
Finance & Administration	
Law and Legal Practitioner	
Advocacy on Indigenous Issues	
Diversity & Inclusion	
Support and Social Services Networks	
Social/Community Housing	
Health (Especially Mental Health)	
HR, Industrial Relations, and Employment	
Disability and NDIS	
Property, Building and Development	
Real Estate	
Marketing, Media & Communications	
Fundraising	
Technical (IT) skills	
Workplace Health & Safety	

## 5. SKILLS AND EXPERIENCE

What is your understanding of community legal centres and what are the key challenges being faced in the Cairns region?

What is your understanding of some of the additional complexities that may be impacting clients of community legal centres?

What do you see as some of the governance challenges for Boards in the not-for profit sector?

## 6. DECLARATION

In signing this application, I fully understand that any false, misleading, or incomplete information stated by me in this application may lead to grounds for dismissal from the Centre's Board.

Applicant (name):	
Signature	
Nominated by (name):	
Signature:	
Seconded by (name):	
Signature:	

## 7. ROLE AND RESPONSIBILITIES OF THE BOARD

The responsibilities of the Board include:

- focusing on what the organisation is trying to achieve and the values it will operate by
- understanding the Centre's purpose and ensuring that the organisation's directions are in line with its purpose and values
- setting clear strategic directions for the Centre
- ensuring that the strategic plan for the organisation is achievable and within the organisation's resourcing and capacities
- ensuring sustainable continuous improvement
- identifying opportunities
- shared commitment
- guiding the organisation's progress and keeping on track towards the future vision for the Centre
- establishing an effective policy framework to guide its work, implement its goals and meet its obligations
- ensuring the organisation has competent Board and personnel
- establishing adequate internal controls to ensure sound financial management, risk management and legal compliance
- establishing adequate internal accountability mechanisms and to monitor organisational performance.

In carrying out its governance role the Board should focus on the Centre's strategic direction and core policies of the organisation and should avoid becoming involved in the day-to-day operations of the Centre.

Overall management of the Centre's day to day operations is delegated to the Centre's Chief Executive Officer (CEO), with the Board providing direction through policy and oversight for the Centre's CEO who implements decisions of the Board.

## 8. BOARD MEMBER EXPECTATIONS

The following is expected of you should your application as a Board Member at Cairns Community Legal Centre Inc be successful:

- Read, understand, and comply with Board and organisational policies.

- The Board meets 6-weekly for a 1.5 hour meeting and the Chair will follow up with members absent for more than two consecutive meetings.
- Board papers are posted 5-7 days prior to the meeting, and it is expected that papers are read, and that Board members are prepared to actively participate and contribute to discussions.
- The Board must decide how a meeting is to be called.
- Notice of a meeting is to be given in the way decided by the Board.
- The Board may hold meetings, or permit a Board member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- A Board member who participates in the meeting as mentioned above is taken to be present at the meeting.
- A question arising at a Board meeting is to be decided by a majority vote of members of the Board present at the meeting and, if the votes are equal, the question is decided in the negative.
- A member of the Board must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- The president is to preside as chairperson at a Board meeting.
- If there is no president or if the president is not present within 10 minutes after the time fixed for a Board meeting, the members may choose 1 of their number to preside as chairperson at the meeting.
- The Centre is committed to strong governance and ongoing training of Board members.
- Board members participate in Board skills evaluation and performance review on an annual basis.

## Declaration for Responsible Persons confirming they are not disqualified under Governance Standard 4

I, [name] .....

of [address] .....

.....

.....;

declare that:

- I have not been disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entity') of a registered charity.

While I am a Responsible Person for Cairns Community Legal Centre Inc, I agree to notify this charity as soon as possible if I am disqualified by the Australian Charities and Not-for-profits Commissioner. Responsible persons are the members of a charity's governing body who share responsibility for the governance of the charity (called 'responsible entities' under the ACNC Act).

Declared at: [location]

.....

On: [date]

.....

Signature:

.....

Name:

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Position:

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