



Queensland Homicide Victims' Support Group

Family Support After Murder Incorporated
ABN: 88 536 686 758 | Registered Charity Number 1253

Nomination for 2018 Board of Management

I wish to nominate for a position on the Queensland Homicide Victims' Support Group, 2018 Board of Management.

Name:		
Loved Ones Name:		
Address:		
Email:		Phone:
Occupation:		
Signature:		Date: ____/____/____

I am a current financial member and have read the 2016-2019 Strategic Plan and the Consent to Act form and feel I can make a valuable contribution to the Queensland Homicide Victims' Support Group, 2018 Board of Management in the position of:

- President
- Vice-President
- Secretary
- Treasurer
- General Member (3 positions available)

Proposed by: (must be a current financial member, must not be QHVSG staff or current QHVSG Board member)

Name:		
Address:		
Email:		Phone:
Occupation:		
Signature:		Date: ____/____/____

Seconded by: (must be a current financial member, must not be QHVSG staff or current QHVSG Board member)

Name:		
Address:		
Email:		Phone:
Occupation:		
Signature:		Date: ____/____/____

Please ensure you include below with your nomination:

- a completed and signed nomination form;
- a completed and signed consent to act form; and
- a recent photograph (no sunglasses please).

All nominations must be received by the Returns Officer no later than 5pm Friday, 04 November 2017.

Send to the Returns Officer via secretary@qhvsg.org.au or PO Box 292, Lutwyche QLD 4030.

The Queensland Homicide Victims' Support Groups Annual General Meeting will be held on Saturday, 02 December 2017.



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The information provided below will form your Bio and be used by members to vote on your nomination.

1. How and when did you become engaged with QHVSG.

2. As a Board member, what contributions will you make to the organisation, inline with our 2016-2019 Strategic Plan, that will have a positive impact on the quality of life for our members.

3. What is your background and how can your talents and skills (professional and/or personal) benefit the organisation and its members?

Consent to Act as a member of the Board of Management

If successfully voted in to a position on the Queensland Homicide Victims' Support Group, 2017 Board of Management at the Annual General Meeting held 02 December 2017, I accept the role and agree to carry out the duties of a member of the Board of Management as listed below:

Duties	Initial
Actively participate and contribute constructively to the productivity and outcomes of meetings to help provide clear direction for the organisation	
Develop policies and procedures that will ensure the longevity and financial viability of the organisation	
Oversee the implementation of the organisation's 2016-2019 Strategic Plan	
Keep informed about the organisation's business	
Act only as a spokesperson for the organisation when requested by the Board of Management	
Chair a Project Group in line with the organisation's 2016-2019 Strategic Plan	
Sign documents for the organisation only as requested by the Board of Management	
Exercise delegation of authority and expenditure as determined by the Board of Management	
Oversee the development of an annual budget providing clear direction to the General Manager	
Ensure solvency and financial viability of the organisation	
Establish clear expectations for the performance of the Board of Management, members, staff and volunteers	
Establish accountability and reporting processes for the staff and volunteers	
Ensure appropriate systems are in place for accountability of staff and performance measurement	
Ensure compliance by the organisation with legislation, contracts, and other legal obligations	
Ensure the organisation meets the requirements specified in the Model Rules	
Ensure that the policies and procedures are available in a Policy and Procedures Manual	
Address conflicts of interest within the Board of Management and across the organisation	
Ensure that membership and community interest are maintained	

Rules	Initial
I agree to attend all scheduled and extraordinary meetings of the Board of Management and relevant Project Groups. If unable to attend a meeting I agree to give the maximum notice possible	
In the event I resign, I agree to give 1 months' notice in writing to the Secretary of the Board	
I am aware that I can be requested to stand down if I miss a series of meetings, and or I behave in a manner contrary to the 'Rules' and ethos of the organisation (refer to the Model Rules for clarification)	
I agree to abide by the organisation's Conflict of Interest policy and undertake to notify the Board of Management of any interests I hold that may conflict with my duties as a member of the Board of Management.	
I agree to accept the decisions reached by the Board of Management by majority vote and will support them in my words and actions.	
I accept information of a private nature involving members, shared in meetings or conversations shall be kept strictly confidential and not made public.	
I agree to attend QHVSG's two-day Strategic Planning / Board of Management induction sessions, held annually in Brisbane (travel is at the expense of the organisation)	
Remain a financial member during my term in office	

Name: _____

Signature: _____

Date: ____/____/____



QHVSG Board of Management Positions:

What are the roles of the Board of Management?

The Board of Management as a whole has important legal responsibilities to the organisation and individual Board of Management members also have specific responsibilities.

President:

The President makes sure that the Board of Management provides leadership for the organisation. The President ensures that Board of Management meetings are held monthly and chairs these meetings as detailed in the Act. At Board of Management meetings, the President is also responsible for making a decision if a vote is tied and must prepare and present monthly and annual reports.

The president needs to be able to work well with all staff members, especially the General Manager. As the representative of the organisation, the President will sign official letters and contracts and will sometimes act as a spokesperson for the organisation.

Secretary:

The Secretary is legally responsible for maintaining the non-financial records of the organisation as detailed in the Act. If the Secretary does not carry out these responsibilities under the Act, they may be committing an offence.

The responsibilities of the Secretary include letting the Office of Fair Trading know about any changes to Board of Management officer-holders, association rules or its address as well as lodging the association's financial statements.

The Secretary will need to prepare, send out and keep copies of agendas, reports and minutes for Board of Management meetings. Letters from the board of management are the responsibility of the Secretary and they are also responsible for keeping an up-to-date list of members of the organisation.

The Secretary may ask other members of the Board of Management to assist with these tasks but will still need to ensure that they are done properly.



Treasurer:

All members of the Board of Management are responsible for managing the finances of the association, but the Treasurer is expected to provide regular financial reports to the Board of Management and ensure that the financial records are accurate.

The Treasurer is expected to ensure that there are receipts for all money received by the association, the money is banked promptly, accounts are paid and cheques are signed according to the rules of the organisation. The organisations paid staff, may carry out some of these tasks but the treasurer is expected to ensure that they are done properly.

The Treasurer is also expected to prepare and present a Treasurer's Report, Auditor's Report and audited financial statements to the Annual General Meeting.

General Members:

Board of Management general members, will have the same legal responsibilities as those shared by the Board of Management as a whole. As part of the Board of Management, these members will be responsible for the affairs of the organisation and may also be involved with assisting one or more of the other office holders or undertake other tasks such as writing reports or grant applications.