

## Nomination for 2019 Board of Directors

I wish to nominate for a position on the Queensland Homicide Victims' Support Group 2019 Board of Directors.

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 that I can make a valuable contribution to the Queensland Homicide Victims' Support Group 2019 Board of Directors 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)

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

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

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 Wednesday, 07 November 2018.**

Send to the Returns Officer via [secretary@qhvsg.org.au](mailto:secretary@qhvsg.org.au) or PO Box 292, Lutwyche QLD 4030.

The Queensland Homicide Victims' Support Groups Annual General Meeting will be held at Police Headquarters, 200 Roma Street Brisbane at 11am on Saturday, 24 November 2018.

## Consent to Act as a member of the Board of Directors

If successfully voted in to a position on the Queensland Homicide Victims' Support Group 2019 Board of Directors at the Annual General Meeting held 24 November 2018, I, ....., accept the role and agree to carry out the duties of a member of the Board of Directors 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 Directors	
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 Directors	
Exercise delegation of authority and expenditure as determined by the Board of Directors	
Oversee the development of an annual budget providing clear direction to the Chief Executive Officer	
Ensure solvency and financial viability of the organisation	
Establish clear expectations for the performance of the Board of Directors, 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 QHVSG Constitution	
Ensure that the policies and procedures are available in a Policy and Procedures Manual	
Address conflicts of interest within the Board of Directors 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 Directors and relevant Project Groups. If unable to attend a meeting I agree to give the maximum notice possible	
In the event that I resign, I agree to give 1 months' notice in writing to the Secretary of the Board of Directors	
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 Constitution and ethos of the organisation (refer to the Constitution for clarification)	
I agree to abide by the organisation's Conflict of Interest policy and undertake to notify the Board of Directors of any interests I hold that may conflict with my duties as a member of the Board of Directors.	
I agree to accept the decisions reached by the Board of Directors 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 Directors induction sessions, held annually in Brisbane (travel is at the expense of the organisation)	
I understand that I must remain a financial member during my term in office	

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_