



## Nomination for 2024 Board of Directors

I wish to nominate for a position on the Queensland Homicide Victims' Support Group 2024 Board of Directors.

Name:		
Loved One's Name: (if applicable)		
Address:		
Email:		
Occupation:		
Signature:		Date:

I am a current financial member and have read the 2021-2024 Strategic Plan and the Consent to Act form and feel that I can make a valuable contribution to the Queensland Homicide Victims' Support Group 2024 Board of Directors in the position of:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer
- General Member (3 positions available)

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

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

**Seconded by:** (must be a current financial member, 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, 22 November 2023.**

Please email completed forms to the Returns Officer via [secretary@qhvs.org.au](mailto:secretary@qhvs.org.au) or post to The Returns Officer at Level 4, 80 Ann Street, Brisbane 4000.

The Queensland Homicide Victims' Support Group Annual General Meeting will be held online via Zoom at 4pm on Saturday, 9 December 2023.



## 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 2024 Board of Directors at the Annual General Meeting held on 9 December 2023, 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 2021-2024 Strategic Plan	
Keep informed about the organisation's business	
Act only as a spokesperson for the organisation when requested by the Board of Directors	
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 CEO	
Ensure appropriate systems are in place for accountability of the CEO	
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. 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 understand that I must remain a financial member during my term in office	

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

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

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



### INFORMATION IN SUPPORT OF MY NOMINATION

The information provided below will form your bio and will be publicly displayed to assist members when voting.

1. How and when did you become engaged with QHVSF.
2. As a Board member, what contributions will you make to the organisation, in line with our 2021-2024 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?