

NOMINATIONS TO BOARDS OF DIOCESAN AGENCIES AND SCHOOLS

Notes for Chairs of Boards and other nominators for meeting Bishop-in-Council requirements for nominations to agency and school boards

Please read before filling out the attached nomination form

In considering nominations for board positions, Bishop-in-Council is particularly concerned to ensure that members of Diocesan boards are able to espouse the Anglican ethos and understand the Anglican and faith context in which the Diocese expects its Boards to operate.

The nomination form should be filled out by the nominator and not the nominee, although consultation with the nominee will be necessary. Only nominate a person once they have agreed to be nominated.

Note that the Bishop will expect to meet with any persons nominated as the Chair or Deputy Chair of Boards, prior to consideration of their nomination by Ministry Executive and Bishop-in-Council.

The form is designed to gain an appreciation of:

- the current composition of the particular Board;
- the present vacancy;
- any skills, expertise or experience particularly required by the Board; and
- information about the nominee
- due diligence requirements for those being nominated for Boards of Diocesan Agencies and Schools.

When a vacancy occurs, the Board should take the opportunity to review the composition of the governance body; the qualifications and skills mix of current members; gaps in required skills; other current vacancies and succession planning for members who might shortly depart. A section has been included for the Board to provide a brief overview of other members of the board, qualifications and remaining term.

In particular, Bishop-in-Council is interested in why this person is being nominated and what the nominee will bring to the Board.

A Curriculum Vitae for the nominee must be attached to the form. The CV should be no longer than two pages in length and focus on information relevant to the particular position and role.

A sense of the nominee's association with the Church is very important in Bishop-in-Council's consideration of the nomination and the form should outline the nominee's current relationship with the Anglican Church and/or another Christian denomination.

For example, the nominee may:

- be a member of the Anglican Church and regularly worship at a particular parish;
- be an Anglican and occasionally attend church or have no parish affiliation;
- be a member of another Christian denomination;
- have a relationship with the Church through school involvement or other activities in support of the Anglican Church and the Diocese; or,
- while not actively involved in the Christian Church, be supportive of the school or agency's Christian ethos and practice and have demonstrated this.

The due diligence required for a person being nominated for Boards of Diocesan Agencies and Schools includes:

1. Completion of the Statutory Declaration for Diocesan Boards & Committees. (Appendix 1)
2. A Police Background Check will be undertaken for each applicant (Appendix 2)
3. A National Register Check will be undertaken for each applicant
4. Reference checks are to be completed for each appointment

After all due diligence has been completed and Bishop-in-Council has considered the nomination, the nominator will be informed of the resolution from the Council.

All nominations will be considered in confidence by Bishop-in-Council.

Note: It is not necessary to include this explanatory page with the application

APPOINTMENTS TO BOARDS

NOMINATION FORM

Please type into the boxes provided which are expandable

Name of Board, Agency or School:

Full name of nominee:

Date position will become/became vacant:

Names; qualifications and remaining term of current board members (note: some Boards are maintaining this information in a tabulated format for recurring use and if available this could be attached):

Are there any other vacancies on the Board to be filled? If yes, how many?

Person nominating nominee (if this is not the Chair of the Board, also indicate the position held):

Telephone contact details of the nominator, in the event that supplementary information is required:

Residential address of the nominee:

Is the nominee a current member of the board? Yes No

Has the nominee been appointed to the board previously? Yes No

Is the nominee known personally to the nominator? Yes No

Have the nominee's references been checked? Yes No

What particular skills or expertise, in the nominator's opinion, will the nominee bring to the Board?

A Curriculum Vitae for the nominee must be attached to this form. The CV should be no longer than two pages in length and focus on information relevant to this particular position and role.

What is the nominee's current relationship with the Anglican Church or another Christian denomination? Please see the "Notes for Chair's of Boards" page for guidance as to how to complete this question.

Appendix 1: Statutory Declaration for Board & Committee Members

Introduction

This declaration pertains to any person who seeks to be elected or appointed as a Diocesan appointee on any Board, Council, Entity, Agency or Committee related to the Diocese or Anglican Entity or Agency.

Instructions:

Please complete the *Statutory Declaration* and ask your Rector / Priest-in-charge or the relevant Chair of Board, Entity, Agency or Committee to witness it and then submit it with your nomination form to the Registrar (c/- GPO Box 1981 CANBERRA ACT 2601).

I(Name)

of(Address)

do solemnly and sincerely declare that:

1. This declaration is made in support of my nomination for election or appointment to a Diocesan Board or Committee.
2. I was born on
3. I declare that I am not:
 - a. an undischarged bankrupt; or
 - b. a prohibited person¹; or
 - c. a person who, if they were resident in NSW, would be a prohibited person; or
 - d. a person in respect of whom information has been entered on the National Register²; or
 - e. a person who has been convicted of an offence punishable by more than 10 years imprisonment; or
 - f. a person who has been convicted or found guilty of a sexual offence.

¹ A prohibited person is someone who is a registrable person as defined in the *Child Protection (Offenders Registration) Act 2000* or has been convicted of one of the following offences:

- murder of a child;
- serious sex offence, including carnal knowledge;
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child);
- indecency offences punishable by imprisonment of 12 months or more;
- kidnapping (unless the offender is or has been the child's parent or carer);
- offences connected with child prostitution;
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

² The National Register is a register established by a canon of the National Church containing details of complaints of sexual misconduct or child abuse made against clergy and lay people which have been made to, or dealt with by, a church body.

4. I have not ever engaged in any of the following conduct, even though never having been charged:
 - a. sexual contact with someone under my care other than my spouse (such as a parishioner, client, patient, student, employee or subordinate); or
 - b. sexual contact with a person under the age of consent; or
 - c. illegal use, production, sale or distribution of pornographic materials, or
 - d. conduct likely to cause harm to a child, young person or vulnerable adult, or to put them at risk of harm.
5. I have not had permission to undertake paid or voluntary work with children, young people or vulnerable adults refused, suspended or withdrawn in Australia or any other country.
6. I have not ever had an apprehended violence order, order for protection or the like issued against me as a result of allegations of violence, abuse, likely harm, harassment or stalking.
7. I further declare that I am not mentally incapacitated³.
8. I understand that checks may be made to verify the above and hereby give permission for any police checks that may be necessary.
9. If there are any changes in regard to the above I will notify the Registrar.

And I make this declaration conscientiously believing it to be true and in accordance with the provisions of the Statutory Declarations Act 1959.

Signed at:..... thisday of..... year.....

Signature:

Witness:

Name: Signature:

Qualification:

Rector / Priest-in-charge/ Chair of Board, Entity, Agency or Committee:

Name: Signature:

NOTE:

In the event that you are not able to declare one or more items listed in the Statutory Declaration, please **CROSS OUT AND INITIAL** that item and then provide an explanatory note explaining the circumstances and status that causes you not be able to declare the item.

³ **Mental incapacity**’ means a person who has a **mental incapacity** within the meaning of the *Mental Health Act 2007* (NSW) or *Mental Health (Care and Treatment) Act 2004* (ACT) or a person who is a managed person within the meaning of Chapter 4 of the *NSW Trustee and Guardianship Act 2009* (NSW) or a person for whom a guardian has been appointed because the person has an impaired decision-making ability within the meaning of the *Guardianship and Management of Property Act 1991* (ACT);

Schedule 2—Persons before whom a statutory declaration may be made

(regulation 4)

Part 1—Occupations

Item	Occupation
101	Chiropractor
102	Dentist
103	Legal practitioner
104	Medical practitioner
105	Nurse
106	Optometrist
107	Patent attorney
108	Pharmacist
109	Physiotherapist
110	Psychologist
111	Trade marks attorney
112	Veterinary surgeon

Part 2—Other persons

Item	Person
201	Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
202	Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the <i>Consular Fees Act 1955</i>)
203	Bailiff
204	Bank officer with 5 or more continuous years of service
205	Building society officer with 5 or more years of continuous service
206	Chief executive officer of a Commonwealth court
207	Clerk of a court
208	Commissioner for Affidavits
209	Commissioner for Declarations
210	Credit union officer with 5 or more years of continuous service
211	Employee of the Australian Trade Commission who is: (a) in a country or place outside Australia; and (b) authorised under paragraph 3 (d) of the <i>Consular Fees Act 1955</i> ; and (c) exercising his or her function in that place
212	Employee of the Commonwealth who is: (a) in a country or place outside Australia; and (b) authorised under paragraph 3 (c) of the <i>Consular Fees Act 1955</i> ; and (c) exercising his or her function in that place
213	Fellow of the National Tax Accountants' Association
214	Finance company officer with 5 or more years of continuous service
215	Holder of a statutory office not specified in another item in this Part
216	Judge of a court
217	Justice of the Peace
218	Magistrate
219	Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the <i>Marriage Act 1961</i>
220	Master of a court
221	Member of Chartered Secretaries Australia
222	Member of Engineers Australia, other than at the grade of student
223	Member of the Association of Taxation and Management Accountants

224 Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

225 Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants

226 Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

227 Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

228 Notary public

229 Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

230 Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this Part

231 Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

232 Police officer

233 Registrar, or Deputy Registrar, of a court

234 Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

235 Sheriff

236 Sheriff's officer

237 Teacher employed on a full-time basis at a school or tertiary education institution

238 Member of the Australasian Institute of Mining and Metallurgy
