

# **NOMINATION PACK**

## **Branch Executive Committee Member**

### **Scouts ACT**

#### **BEC MEMBERSHIP**

In accordance with the constitution (**Constitution**) of The Scout Association of Australia ACT Branch Incorporated (**Scouts ACT**), the Branch Executive Committee (**BEC**) has the power and responsibility to manage the business of Scouts ACT. The BEC comprises nine (9) people of whom three (3) are Officers and six (6) are regular members. BEC Members are voluntary positions and not remunerated by Scouts ACT.

#### **NOMINATIONS ARE SOUGHT**

Five (5) vacant BEC positions are to be filled at the 2022 Branch Council AGM including the Treasurer, who is required to be a Branch Officer.

The BEC invites eligible candidates to nominate for the following five BEC Member roles:

- Treasurer
- two uniformed members of Scouts ACT; and
- two adult Supporters of Scouts ACT.

In order to provide an appropriate mix of skills across the BEC membership candidates with the following experience and skills are being sought for positions in 2022:

- Financial (Treasurer)
- Government Relations and Corporate Affairs
- Corporate Governance
- Strategic planning

Details on the knowledge and skills sought for these positions are detailed at the Knowledge and Skills Self-Assessment in Attachment A.

#### **CLOSING DATE**

Nominations must be received by 1pm Thursday 14 April 2022. Late applications will not be considered.

#### **NOMINATION FORM**

Please complete the attached Nomination Form. This form includes following areas:

- Contact details; and
- Confirmation of eligibility and declarations.

Please attach to the Nomination Form the following documents:

- Digital headshot in JPEG format (max 6MB);

- Resume showing relevant experience (maximum 2 pages); and
- A 200-word Suitability Statement on what skills you would bring to the role and why you are interested. Your response will be made available to Branch Council members, together with your headshot, when they are asked to vote. You may wish to consider including the skills outlined in the Self-Assessment at Attachment A.

## **TERM OF OFFICE**

A BEC Member is appointed for a one (1) year term.

## **TIME COMMITMENT**

Generally, the commitment to the BEC is 12 meetings per year held at the Scouts ACT Office or by teleconference, with the provision for special meetings from time to time including one BEC planning days.

As a BEC Member, you will be expected to:

- meet monthly (meetings can be by telephone or videoconference) and at other times as required
- undertake a variety of tasks including project work, and reading and considering BEC papers, and
- at times chair or serve on sub-committees.

BEC members are expected to have read all the relevant BEC Papers leading up to each meeting and to actively contribute at meetings.

## **ENQUIRIES**

Please contact the Executive Officer on (02) 6282 5211 or by email at [eo@scoutsact.com.au](mailto:eo@scoutsact.com.au)

## **LODGEMENT**

Please submit your completed form and attachments to [agcm@scoutsact.com.au](mailto:agcm@scoutsact.com.au) on or before 1 pm Thursday 14 April 2022.

## **CANDIDATE PACK**

Your name, resume, suitability statement and other relevant elements of your nomination will be disclosed to the Branch Council Members so that they may consider them prior to voting.

## **SUBMISSION CHECKLIST**

Before submitting your application, please ensure that you have completed/attached the following documentation:

- NOMINATION TO BE A MEMBER OF THE BRANCH EXECUTIVE COMMITTEE
- RESUME – Demonstrating relevant experience
- SUITABILITY STATEMENT - Knowledge and Skills Self-Assessment
- DIGITAL HEADSHOT

## KNOWLEDGE AND SKILLS AREAS OF BEC MEMBERS - SELF-ASSESSMENT GUIDE Attachment A

Knowledge and/or Skill	General Description	Guidance as to the expected minimum <u>demonstrated</u> knowledge and skills required		
		<b>EXPERT</b> as for <b>HIGH</b> but also with:	<b>HIGH</b> as for <b>MEDIUM</b> but also with:	<b>MEDIUM</b>
<b>SELF-ASSESSMENT GUIDE: CORE KNOWLEDGE AND SKILLS</b>				<b>Part I</b>
<b>Board and/or Executive Leadership Experience</b>	<p>An understanding of, and experience as, a member of a governing board of public or private companies and/or not for profit organisations; and/or</p> <p>An executive leadership role, in Government, Private or Not-for-Profit Sectors.</p>	<p>At least 5 years of experience as a member of a governing board/s; and/or</p> <p>At least 5 years of experience in a senior executive leadership role (e.g. CEO or equivalent) within an organisation of at least 10 staff and/or a gross turnover of more than \$500k pa.</p>	<p>At least 3 years of experience as a member of a governing board/s (comprising three or more members) of an organisation with a gross turnover of more than \$250k pa; and/or</p> <p>At least 3 years of experience in an executive leadership role of an organisation of at least 7 staff and/or with a gross turnover of more than \$250K pa and/or an executive subcommittee.</p>	<p>At least 1 year of experience as a member of a governing board, with a demonstrable working understanding of the role of a Board Director; and/or</p> <p>At least 1 year of experience in a leadership role of an executive subcommittee or equivalent, with a demonstrable working understanding of the role of a Board member.</p>
<b>Corporate Governance and/or Legal</b>	<p>A demonstrated understanding of, and experience in, developing and overseeing mechanisms that ensure legislation compliance and the implementation of good corporate governance; including a working understanding of:</p> <ul style="list-style-type: none"> <li>• Members' roles and responsibilities under Australian Corporations Law</li> <li>• Corporate Governance Policy development</li> <li>• Conflict of Interest Policy and Practices</li> <li>• Audit processes</li> <li>• Risk management processes</li> <li>• Division of roles and responsibilities between Governing Boards and Executive Management.</li> </ul>	<p>Demonstrated experience in a leadership role (of more than 5 years) in the development of good corporate governance and/or legislative compliance with a Governing Board/Board of Management/Board of Directors/Executive Committee in an organisation/s of at least 10 staff and/or a gross turnover of more than \$500K pa; and</p> <p>A Certificate or Diploma level qualifications specifically related to the areas of corporate governance (e.g. Company Directors Course); and/or</p> <p>Graduate Diploma or Masters level qualification related to the areas of corporate governance (e.g. Grad Dip Public Admin; MBA); and/or</p> <p>A Bachelor of Laws, with at least 5 years' of experience in legal practice; and</p> <p>A demonstrated leadership role (as described in HIGH).</p>	<p>Demonstrated experience (of more than 3 years) in leading the development of good corporate governance and/or legislative compliance in an organisation/s of at least 7 staff; and/or</p> <p>A gross turnover of more than \$250k pa; and/or</p> <p>Certificate or Diploma level qualification/s specifically related to the areas of corporate governance (e.g. Company Directors Course); and/or</p> <p>A Bachelor of Laws, with at least 3 years' experience in legal practice.</p>	<p>Demonstrated understanding of the principals of good corporate governance; and</p> <p>Direct experience in the development of good corporate governance and/or legislative compliance.</p>

Knowledge and/or Skill	General Description	Guidance as to the expected minimum <u>demonstrated</u> knowledge and skills required		
		<b>EXPERT</b> as for <b>HIGH</b> but also with:	<b>HIGH</b> as for <b>MEDIUM</b> but also with:	<b>MEDIUM</b>
<b>Behavioural aspects</b>	A demonstrated ability to work collaboratively in a team, to build appropriate interpersonal relationships, and to promote professionalism, productivity, dedication and integrity.	<p>Demonstrated experience in a Committee or Board role (of more than 5 years) involving;</p> <ul style="list-style-type: none"> <li>• common sense and sound judgment;</li> <li>• integrity and high ethical standards;</li> <li>• interpersonal relations;</li> <li>• listening skills;</li> <li>• collaboration;</li> <li>• verbal communication skills;</li> <li>• effective decision-making;</li> <li>• critical thinking;</li> <li>• problem solving;</li> <li>• dedication to the role; and</li> <li>• mentoring.</li> </ul>	<p>Demonstrated experience in a Committee or Board role (of more than 3 years) involving;</p> <ul style="list-style-type: none"> <li>• common sense and sound judgment;</li> <li>• integrity and high ethical standards;</li> <li>• interpersonal relations;</li> <li>• listening skills;</li> <li>• collaboration;</li> <li>• verbal communication skills;</li> <li>• effective decision-making;</li> <li>• critical thinking;</li> <li>• problem solving;</li> <li>• dedication to the role; and</li> <li>• mentoring.</li> </ul>	<p>Demonstrated experience in a Committee or Board role (of more than 1 year) involving;</p> <ul style="list-style-type: none"> <li>• common sense and sound judgment;</li> <li>• integrity and high ethical standards;</li> <li>• interpersonal relations;</li> <li>• listening skills;</li> <li>• collaboration;</li> <li>• verbal communication skills;</li> <li>• effective decision-making;</li> <li>• critical thinking;</li> <li>• problem solving;</li> <li>• dedication to the role; and</li> <li>• mentoring.</li> </ul>

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<b>SELF-ASSESSMENT GUIDE: SPECIALIST KNOWLEDGE AND SKILLS - TREASURER</b>				<b>Part II (a)</b>
<b>Financial Management and Audit</b>	<p>Demonstrated experience in, the understanding of:</p> <ul style="list-style-type: none"> <li>financial reports</li> <li>budgets</li> <li>the impacts of financial-based terms and conditions in contracts</li> <li>the implications of financial performance on the short and long term viability and effectiveness of an organisation</li> <li>the role and function of financial and compliance auditing.</li> </ul>	<p>A Certified Practising Accountant (CPA) and/or Chartered Accountant (CA) in Australia with at least 6 years of professional experience as an Accountant</p> <p>Executive management experience at a NFP with revenue \$500k+</p> <p>Prior Director experience in commercial and/or NFP organisations with revenue \$500k+</p>	<p>Demonstrated experience of more than 4 years in, the understanding and practical application of financial reports, budgets etc. at a professional level with the ability to:</p> <ul style="list-style-type: none"> <li>construct and use a chart of accounts</li> <li>develop a multi-job/class budget</li> <li>use a balance sheet, income-expenditure/profit &amp; loss and cash flow statements to manage an organisation/business; and/or</li> </ul> <p>A CPA and/or CA in Australia.</p>	<p>Demonstrated experience in the use of financial reports in particular balance sheets and income-expenditure/profit-loss and cash flow statements.</p> <p>A demonstrable understanding of:</p> <ul style="list-style-type: none"> <li>budgets to monitor the health of an organisation and an understanding of the impacts of financial-based terms and conditions in contracts</li> <li>the implications of financial performance on the short and long term viability and effectiveness of an organisation</li> <li>the role and function of financial and compliance auditing.</li> </ul>
<b>SELF-ASSESSMENT GUIDE: SPECIALIST KNOWLEDGE AND SKILLS – COMMUNICATIONS AND ENGAGEMENT STRATEGY</b>				<b>Part II (b)</b>
<b>Government Relations and Corporate Affairs</b>	<p>Corporate communications, government relations, public affairs, stakeholder engagement and community relations industry trends</p>	<p>Demonstrated experience in corporate communications, stakeholder engagement and relations on behalf of organisation/s of at least 10 staff;</p>	<p>Demonstrated experience in corporate communications, stakeholder engagement and relations on behalf of organisation/s of at least 7 staff;</p>	<p>Active participation at a senior level in communications and engage for a business and/or organisation/s of at least 5 staff</p>

Knowledge and/or Skill	General Description	Guidance as to the expected minimum <u>demonstrated</u> knowledge and skills required		
		<b>EXPERT</b> as for <b>HIGH</b> but also with:	<b>HIGH</b> as for <b>MEDIUM</b> but also with:	<b>MEDIUM</b>
<b>SELF-ASSESSMENT GUIDE: SPECIALIST KNOWLEDGE AND SKILLS - BUSINESS DEVELOPMENT, CORPORATE GOVERNANCE AND STRATEGY Part II (c)</b>				
<b>Strategic planning and/or business planning</b>	<p>A demonstrated understanding of, and experience with, planning activities such as setting 3-5 year strategic, whole-of-organisation objectives for:</p> <ul style="list-style-type: none"> <li>• resource prioritisation</li> <li>• human resource/workforce planning</li> <li>• organisational structural reviews</li> <li>• risk management</li> <li>• market and business analysis</li> <li>• funding proposal development</li> </ul>	<p>Demonstrated senior leadership_role (of more than 5 years) and responsibility for strategic planning, business and/or organisational development for an organisation of at least 10 staff; and/or</p> <p>A gross turnover of more than \$500k pa; and/or</p> <p>Degree or Masters level qualification/s directly related to the areas of strategic level planning; business and/or organisational development (e.g. MBA); and</p> <p>A demonstrated leadership role in strategic planning (as described in HIGH).</p>	<p>Demonstrated leadership_role (of more than 3 years) in strategic planning, business and/or organisational development for an organisation/s of at least 7 staff; and/or</p> <p>A gross turnover of more than \$250K pa; and/or</p> <p>Post-Graduate Diploma level qualifications specifically related to the areas of strategic level planning, business and/or organisational development (e.g. Dip BA, Dip BM)</p>	<p>Active participation at a senior level in strategic planning, business and/or organisational development for an organisation/s of at least 5 staff.</p>

# NOMINATION FORM TO BE A MEMBER OF THE BRANCH EXECUTIVE COMMITTEE

Please tick the position/s you are nominating for:

President	<input type="checkbox"/>	Chief Commissioner	<input type="checkbox"/>	Treasurer	<input type="checkbox"/>
Regions Member	<input type="checkbox"/>	BRC Member	<input type="checkbox"/>	Uniformed Member	<input type="checkbox"/>
Supporter	<input type="checkbox"/>				

## DETAILS OF APPLICANT

TITLE:		SURNAME:		GIVEN NAMES:	
HOME ADDRESS:			POST CODE:		
E-MAIL:			TELEPHONE:		
POSTAL ADDRESS:			POST CODE:		
OCCUPATION:	TELEPHONE:	MOBILE:	Gender:	D.O.B:	
MEMBERSHIP STATUS WITH SCOUTS ACT:					

## WORKING WITH VULNERABLE PEOPLE CARD

A copy of your ACT Government “Working with Vulnerable People” (WWVP) card MUST be provided before a nomination can be accepted. Please choose how you intend on showing proof of your card.

- I already have a WWVP card, attached is a copy with this nomination.
- I do not have my card yet and I am aware that my nomination cannot be processed until a copy of my card is received by Scouts ACT Branch Office.

I agree to notify Scouts ACT as soon as possible and to resign from the Branch Executive Committee effective immediately if my WWVP card is revoked, suspended, or conditions are placed upon it. By signing this document, I agree that the requirement to resign from the Branch Executive Committee effective immediately is necessary for the protection of Scouts ACT’s reputation in the ACT community.

## ACNC ELIGIBILITY STATEMENT

Branch Executive Committee Members are Responsible Persons<sup>1</sup> within the meaning given by the Australian Charities and Not-for-profits Commission.

I declare that:

1. I am not disqualified from managing a corporation, within the meaning of the *Corporations Act 2001* (Cth); and

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<sup>1</sup> 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 *Australian Charities and Not-for-profits Commission Act 2012* (Cth) (**ACNC Act**)).

2. I am not disqualified from being a public officer or committee member of an incorporated association, within the meaning of the *Associations Incorporation Act 1991* (ACT); and
3. 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.

If my nomination is successful and I become a Responsible Person for The Scout Association of Australia, ACT Branch Incorporated, I agree to notify this charity as soon as possible and to resign from the Branch Executive Committee effective immediately if I:

1. I become disqualified from managing a corporation within the meaning of the *Corporations Act 2001* (Cth);
2. I become disqualified from being a public officer or committee member of an incorporated association within the meaning of the *Associations Incorporation Act 1991* (ACT); or
3. I am disqualified by the Australian Charities and Not-for-profits Commissioner.

By signing this document, I agree that the requirement to resign from the Branch Executive Committee effective immediately is necessary for the protection of Scouts ACT's charitable status.

#### **STATEMENT OF NOMINATION**

I make the following statement of nomination that the information provided in my Nomination Pack for the role of BEC Member is a true and accurate record of my interests relevant, or likely to be relevant, to an association with Scouts ACT.

**Signature of Nominee:**

**Date:**

#### **ATTACHMENT CHECKLIST:**

- WWVP Card copy
- Resume
- Suitability Statement
- Digital headshot