

# 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**

BEC members, with the exception of the Chief Commissioner, will be elected or ratified at the 2022 Branch Council AGM.

To assist the Branch Council Members in deciding whether to ratify or elect prospective BEC Members, all nominees are required to complete the attached Nomination Form. This form includes following areas:

- Contact details
- 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 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.

#### **CLOSING DATE**

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

#### **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 Executive Officer on (02) 6282 5211 or by email [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, 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

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

Please tick the position/s you are nominating for:

**Regions Member**            **BRC Member**     

**DETAILS OF APPLICANT**

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

**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:

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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**)).

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