

Milang and District Community Association Inc

2026 Board Member Nomination Form Closing Date 17 September 2026 5:00pm

A retiring office bearer shall be eligible to stand for re-election without nomination but will need to advise in writing their intention to re-stand by close of nominations. Other candidates for election must be members of the association, have been nominated by a member of the association and must consent to their nomination in person or in writing. (Constitution 6.2.c)

Nominee to complete

Name:

Home address:

Phone:

Email:

Board position/s sought: (you may nominate for one or more vacancies for which you are eligible, please tick all that apply):

- ☐ Secretary - 1 position (2 year term, appointee can renominate at end of term)
- ☐ Vice President - 1 position (1 year term, appointee can renominate at end of term)
- ☐ Elected Member – 4 positions (2 year term, appointee can renominate at end of term)

Experience, qualifications, skills and personal qualities that fit with MADCA Board needs:

Please include a cover note addressing the selection criteria attached overleaf.
Nominees are encouraged to attach a curriculum vitae or other document in support of their nomination.
Why are you motivated to serve on the MADCA Committee and how would you contribute?

DECLARATION:

- ☐ I have read and understood the MADCA Nomination Information
- ☐ I acknowledge that I may be invited to participate in an interview and/or provide the details of referees in support of my nomination
- ☐ I am not disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth)
- ☐ 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
- ☐ I am not subject to a banning order under either the *Aged Care Quality and Safety Commission Act 2018* or the *National Disability Insurance Scheme Act 2013*
- ☐ I have not been convicted of a criminal offence in the past 10 years
- ☐ I have never been declared bankrupt
- ☐ No company or business of which I have been a director, owner, partner or sole trader has become insolvent or placed in liquidation or receivership
- ☐ I acknowledge that appointment to the Board of MADCA requires me to hold and maintain a current police clearance.
- ☐ I acknowledge that appointment to the Board of MADCA requires me to hold and maintain a Working with Children Check
- ☐ I will be required to participate in additional responsible person screening and training processes ie PRODA and ASES that apply to the services and activities of MADCA from time to time.
- ☐ I will strive to respect, understand and operate within MADCA policies and procedures

Signature of Nominee: Date: / / 2026

NOMINATION:

Nominator to complete

I, (Name of Nominator):

being a current member of Milang and District Community Association Inc.

nominate the person named above for each of the vacant Board positions as marked.

Signature of Nominator: Date: / / 2026

Email Phone

ROLE DESCRIPTIONS

PRESIDENT

The primary role of the President is to provide leadership to the committee and the association. The President must act as a co-ordinator ensuring that all facets of the operation come together in a controlled way. The President must also be prepared to be a motivator providing encouragement to members of the committee, members, and employees, to maintain their interest and commitment.

The President acts as chair for all regular meetings of an association (unless the Rules or Constitution say otherwise) so it is extremely important that the person occupying this position has knowledge of meetings and meeting procedure. The President serves as the committee's figurehead and acts as a link between the committee and the management who in turn act as a link to employees and volunteers. The President is also responsible for taking a leading role in keeping the vision of the community organisation alive, setting its direction and course and monitoring, and ensuring that proper procedures are in place.

Other roles and responsibilities may include:

- Representing the organisation at official functions,
- Knowledge of the local area.
- Calling 'special' or 'extraordinary' meetings when required,
- Assisting employees in preparing committee meeting agendas,
- Having an enthusiasm for the association and what it does.
- Welcoming and inducting new committee members,
- Mediating disputes between committee members and/or staff,
- As required, acting as a spokesperson for the organisation to the media, to government and to other organisations,

Essential Skills

- Leadership ability (an ability to motivate people to work together as a team – including employees).
- Sound understanding of contemporary governance principles
- Knowledge of meeting procedure.
- Australian Institute of Company Directors or equivalent qualifications/training

Desirable Skills

- strategic thinker and leader
- understanding of the importance of sound policy decisions
- capacity to consider the operational consequences of decisions
- works well with others
- ability to balance organisation direction and innovation with organisational structure and stability
- capacity to consider the operational consequences of decisions
- ability to encourage and get the best from all Committee members
- chairing experience
- sound public speaking skills.
- Australian Institute of Company Directors or equivalent qualifications/training
- experience as MADCA Committee member for at least one term (highly desirable).

VICE PRESIDENT

The primary role of the Vice President is to support the President in the functions of leadership, coordination and motivation.

Vice Presidents should therefore be prepared to:

- Assist the President or take the President's place in his or her absence.
- Accept responsibility such as chair of a subcommittee or other specific function when called upon.

Essential skills

- knowledge of meeting procedure
- sound understanding of contemporary governance principles

Desirable skills

- sound understanding of contemporary governance principles
- strategic thinker and leader
- understanding of the importance of sound policy decisions
- capacity to consider the operational consequences of decisions
- works well with others
- ability to balance organisation direction and innovation with organisational structure and stability
- capacity to consider the operational consequences of decisions
- ability to encourage and get the best from all Committee members
- chairing experience
- sound public speaking skills.
- Australian Institute of Company Directors or equivalent qualifications/training
- experience as MADCA Committee member for at least one term (highly desirable).

SECRETARY

It is a requirement that all incorporated organisations appoint a Secretary.

The position of Secretary is perhaps one of the two "busiest" within any organisation.

The function of a Secretary include, recording the minutes of all meetings, handling correspondence for the organisation, maintaining the files and membership records, ensuring that all rules relating to meetings are complies with and maintaining a register of officers and committee members.

Essential Skills

- Strong written and verbal communication skills
- Computer and Technical Skills
- Organisation, Planning and ability to prioritise tasks
- Objectivity
- Knowledge of Governance

Desirable Skills

- Familiarity with non profit's structure
- Attention to detail
- Australian Institute Company Director qualifications/training or equivalent.

TREASURER

The Treasurer's job is to monitor the organisations financial processes and keep on top of the variety of different reporting obligations. The Treasurer provides a link between the employees and the committee on financial matters, make sure procedures are put in place to keep things running smoothly, assist with drawing up a budget and monitor the monthly accounts.

Treasurers need to have a good/sound understanding of bookkeeping and/or accounting regimes including

- Australian Taxation Office (ATO);
- Business Activity Statement (BAS);
- Fringe Benefits Tax (FBT);
- Goods and Services Tax (GST);
- Non Contributory Superannuation, etc.

The Treasurer will usually chair the finance committee, (if there is one), and ensure that regular financial reports are provided to the committee. The Treasurer is also responsible for liaising with independent auditors and external agencies such as the Australian Tax Office (ATO) in the production of financial statements, GST Returns and ensuring the committee is aware of and understands the group's financial situation and performance;

- Maintain a general supervision of the finances of the association and provide advice to the committee;
- Arrange for the annual audit of the Financial Statements for the organisation. To undertake these functions the Treasurer needs:

- Knowledge of bookkeeping.
- Time to maintain the records.
- A willingness to learn.

NOTE:

A finance and administration officer and the CEO assist the secretary and treasurer by providing reports and managing the accounts.

ELECTED BOARD MEMBER

Desirable skills

- sound understanding of contemporary governance principles
- strategic thinker and leader
- understanding of the importance of sound policy decisions
- capacity to consider the operational consequences of decisions
- works well with others
- ability to balance organisation direction and innovation with organisational structure and stability
- capacity to consider the operational consequences of decisions
- Australian Institute Company Director qualifications/training or equivalent.

To promote committee diversity, culturally and linguistically diverse persons are encouraged to apply.