Board Member Nomination Form

Return completed forms to: sarah-louise@torbaycatchment.org.au

1. Nominee Details

Full Name: _____

Address: _____

Phone: _____

Email: _____

Membership Status: ☐ Current Member ☐ New Member (application attached)

2. Position Nominated For

Please select one or more positions you wish to nominate for:

☐ Chairperson ☐ Deputy Chairperson ☐ Treasurer ☐ Secretary ☐ General Board Member

3. Nominator Details

Name of Nominator: _____

Signature: _____ Date: _____

Phone/Email: _____

Membership Status: ☐ Current Financial Member of TCG

Note: Nominations must be made and seconded by current financial members of the Torbay Catchment Group Inc.

4. Seconder Details

Name of Seconder: _____

Signature: _____ Date: _____

Phone/Email: _____

Membership Status: ☐ Current Financial Member of TCG

5. Declaration by Nominee

I, _____, accept the nomination and declare that:

- I am a current financial member of the Torbay Catchment Group Inc.
- I am not disqualified from managing an incorporated association under the Associations Incorporation Act 2015 (WA).
- I understand the duties and responsibilities of a Board Member as outlined in the TCG Constitution.

Signature: _____ Date: _____

BOARD MEMBER

Role Overview:
A TCG Board member provides strategic leadership, governance oversight, and support to ensure the organisation achieves its mission of protecting and enhancing the Torbay catchment. Members act collectively to set direction, monitor performance, and represent the organisation in the community.

Key Responsibilities:

- Contribute to the development and approval of the strategic plan, annual operational plans, and policies.
- Monitor TCG's performance against objectives, budgets, and legal obligations.
- Ensure risks are identified, assessed, and appropriately managed.
- Attend and actively participate in Board meetings and events.
- Represent TCG positively in the community and with partner organisations.
- Declare conflicts of interest and act in accordance with the Board Code of Conduct.
- Engage in professional development opportunities to enhance governance skills.

Commitment:
Board members are expected to attend regular meetings (minimum six per year), prepare for discussions, participate in committees or working groups as required, and contribute their skills, knowledge, and perspectives to decision-making.

OFFICE BEARERS

Chairperson Key Responsibilities:

- Chair Board meetings and the AGM, ensuring fair and inclusive participation.
- Provide leadership and guidance to the Board and Executive Officer.
- Act as the principal representative of TCG in public, media, and community forums.
- Support succession planning and mentoring of Board members.
- Facilitate the Board to operate effectively and in accordance with the Constitution and governance framework.

Vice Chairperson Key Responsibilities:

- Act as Chair in the absence of the Chairperson.
- Support the Chairperson in leadership, stakeholder engagement, and Board development.
- Assist with strategic oversight and governance initiatives as delegated by the Board.

Secretary Key Responsibilities:

- Prepare and circulate minutes for Board and AGM meetings.
- Maintain statutory records, including registers, constitutions, and policy documents.
- Ensure compliance with legal obligations and reporting requirements.
- Support smooth communication between the Board, staff, members, and stakeholders.

Treasurer Key Responsibilities:

- Monitor financial performance and advise the Board on financial matters.
- Prepare budgets, financial statements, and reports for Board approval.
- Ensure compliance with funding agreements, statutory reporting, and audit requirements.
- Oversee financial risk management and recommend strategies for sustainability.