

NON-EXECUTIVE DIRECTOR APPLICATION AND NOMINATION FORM

Personal Information (for internal use only)

Title		First Name		Last Name	
Mobile number					
Email Address					
Current occupation					
Current employer					
Other roles and memberships	<i>Please include details (role title and organisation name) of any Directorships, Committee memberships, senior management positions, business ownership, company memberships)</i>				
State that you reside and work in					

Referees (not required for Directors seeking re-election)

First Referee's Contact Details	
Name	
Details of how you know this person	
Contact Details (email and mobile phone number)	

Second Referee's Contact Details	
Name	
Details of how you know this person	
Contact Details (email and mobile phone number)	

Diversity, equity and inclusion

At SaCSA, we aim to advance gender balance, diversity, equity and inclusion throughout our organisation including through the composition of our Board of Directors.

If you are comfortable to do so, we welcome you to share any diversity attributes or characteristics below (this information is for internal purposes and will not be shared externally unless you consent to this):

Curriculum vitae (CV) and personal statement

Please provide the following to CEO@sacsa.org.au:

- your CV, which must outline at a minimum your qualifications, current occupation details and work history. This should be no longer than 4 pages in length; and
- a brief statement (maximum 300 words) outlining:
 1. the reason for nominating for a position on SaCSA's Board;
 2. what you would bring to SaCSA and the Board in terms of your experience, connection to SaCSA's industries, your skills and capabilities and personal attributes.

Director skill, competencies and capabilities

The SaCSA Board needs to comprise a diverse set of skills and competencies, outlined in the Board's Skills Matrix. The overall competency of the Board is the sum of the skills and experience of each

individual director. Whilst there are a number of essential *selection criteria* as set out in the Position Description, neither directors nor nominees are required to be an expert or have significant experience in a particular number of the skills/competencies within the Skills Matrix.

As part of the nomination process, nominees are required to assess their own level of competency in respect of each competency within the Board's Skills Matrix (**Competency Assessment**). Nominees will be provided with detailed criteria within each competency to help them assess their proficiency for the relevant competency. Nominees are requested to undertake the Competency Assessment honestly and not to overstate their ability.

Interview process and consideration of your application

Shortlisted Nominees will be invited to an interview(s) with one or more Directors and/or an external agency engaged to assist with the assessment of Nominees. The Competency Assessment, together with the CV and personal statement, will form the basis for further discussion in the interview process.

The Company Secretary or a Director will contact Nominees to arrange completion of the Competency Assessment and an interview time(s).

Each Nominee's application will be assessed and considered alongside the skills, capability and experience needs of the Board to determine suitability for recommendation by the Board to SaCSA's members.

Your CV and personal statement will be used exactly as supplied in our Annual General Meeting papers so we ask that you ensure that details are accurate and give readers a good sense of your skills, experience and the value you would bring to the governance of SaCSA.

Declaration

In applying to serve as Director of SaCSA, I declare that:

- I am not an officer (as defined in the Corporations Act 2001 Cth (**CA**)) of:
 - a. a Registered Training Organisation;
 - b. a Group Training Organisation;
 - c. an Employment Service Provider; or
 - d. an Apprentice Connect Australia Provider.
- If applying for an Independent Director position, I confirm that I am not an employee, Director or Officer of a SaCSA Voting Member and I meet the definition of Independent Director as defined in the SaCSA Constitution (Rule 1.3 Definitions);
- I am a Fit and Proper Person which means that:
 - I have not been disqualified from managing corporations under Part 2D.6 of the Corporations Act 2001 or by the Commissioner under subsection 45.20(3)(b) of the ACNC Regulation;
 - I have not been disqualified by any other law of the Commonwealth, State or Territory from acting as a director or officer of an organisation;
 - I do not have any criminal convictions including relating to matters of dishonesty, fraud or misuse of funds or position;

- I am not aware of any conflicts of interest that would create a material risk that I would fail to properly perform the role of director at SaCSA.
- I consent to my CV and personal statement being shared with members in SaCSA’s Annual General Meeting papers;
- I agree to submit to any probity checks (including police checks) required by SaCSA;
- I am not ineligible to be a director under either the Corporations Act or the ACNC Act;
- if nominating as Representative Director, I am the representative of a SaCSA Voting Member;
- I am able and willing to contribute a minimum of 12 days per year to SaCSA activities;
- I am aware of and understand the duties of directors in accordance with the Corporations Act and Responsible Persons in accordance with the ACNC Act and ACNC Governance Standard 5.

I warrant and represent (and understand that SaCSA has relied on this warranty and representation in accepting this nomination) that:

- all information contained in this form is true and correct in every particular and no relevant information has been withheld;
- if any material omission or misstatement in the information provided by me is identified, I will withdraw my nomination immediately, or if elected or appointed, I will resign as a Director immediately;
- if elected or appointed, I will not seek to obtain any personal benefit from the position and will not behave in any way that might harm the reputation or good name of SaCSA; and
- if elected or appointed, I will act honestly and with due care and diligence in the discharge of my fiduciary duties as a Director and will abide by all relevant SaCSA policies and the JSC Code of Conduct.

Name of Nominee	
Signature of Nominee	
	Dated:

Section below is to be completed if the Nominee is nominating for a Representative Director position

Nominating Member details:

Member Organisation name	
Organisation authorised representative name	
Member Class and Category	

I confirm that I am an authorised representative of the above named SaCSA Member Organisation and I nominate _____ for the position of Representative Director of SaCSA.

Signed:	
Dated:	