



Information Sheet

5 October 2018

Nomination of candidates to stand for election to PeakCare's Board

PeakCare Queensland Inc. (PeakCare) will soon be holding our Annual General Meeting during which Members will be asked to elect five persons to fill vacated positions on PeakCare's Board of Governance. Have YOU (or someone you know) got what it takes to perform the important role of a Board Director in ensuring the sound governance of PeakCare and, very importantly, in shaping the vision and strategic directions of our organisation?

Please read the following to find out if you are eligible for nomination and have the right sets of knowledge, experience and personal attributes to contribute to the Board. If this isn't a role that would be suitable for you but you know of others who might fit the bill, please forward this information on and encourage them to accept a nomination for election to the Board. The information that follows describes the process to be observed in nominating candidates for election.

Nominations are to be received by 5pm Friday 9 November 2018.

Current Board membership and the positions being vacated

PeakCare's Constitution states that Board members are elected for a term of two (2) years, with a maximum of three (3) consecutive terms to be served prior to the member having to step down.

Currently, PeakCare's Board comprises the following members:

PeakCare Queensland Board membership		
President:	Ms Sally Kelynack	<i>(employing organisation – UnitingCare Queensland)</i>
Vice President:	Ms Leith Sterling	<i>(employing organisation – The Benevolent Society)</i>
Treasurer:	Ms Kathryn Woods	<i>(employing organisation – Creche and Kindergarten Association)</i>
Ordinary Member:	Ms Cara Benoit	<i>(employing organisation – yourtown)</i>
Ordinary Member:	Mr Kieran Smith	<i>(employing organisation – Act for Kids)</i>
Ordinary Member:	Ms Janet Wight	<i>(employing organisation – Youth Advocacy Centre)</i>
Ordinary Member:	Mr Darren Young	<i>(employing organisation – Mission Australia)</i>
Co-opted Member:	Mr Andy Harman	<i>(employing organisation – Integrated Family and Youth Service)</i>
Co-opted Member:	Mr Brad Swan	<i>(employing organisation – Life Without Barriers)</i>

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PeakCare's Constitution allows for the election of up to seven (7) Board members including office bearers¹. The Constitution also allows the Board to 'co-opt' up to two (2) additional Board members.

Co-opted Board members do not hold voting rights held by elected Board members. Board members who are co-opted (such as Mr Andy Harman and Mr Brad Swan) are eligible to be nominated and, subject to their acceptance of their nomination, stand for election at an Annual General Meeting subject to them meeting eligibility requirements stated within the Constitution that apply to all prospective candidates.

In the event that an Ordinary Board member vacates their position at any time, the Board may invite a person to 'casually' fill the vacancy until the next Annual General Meeting is held, at which time a nominated candidate is elected to fill the position. Currently, no positions are 'casually' held by any Board members (i.e. all Ordinary Members were elected to the Board by PeakCare members).

At the Annual General Meeting to be held on 21st November 2018, **five (5) Ordinary Board member positions** will be vacated and therefore able to be filled by election at this meeting. They include positions currently held by:

- Mr Sally Kelynack ²
- Ms Leith Sterling ³
- Ms Kathryn Woods ³
- Ms Cara Benoit ³, and
- Mr Kieran Smith ³

¹ Office bearers (i.e. President of the Board, Vice-President and Treasurer) are elected by the Board.

² It is noted that Ms Sally Kelynack is not eligible to stand for re-election to the Board

³ It is noted that Ms Sterling, Ms Woods, Ms Benoit and Mr Smith have each completed less than the maximum number of 2-year terms (i.e. three 2-year terms) that can be served on the Board in accordance with PeakCare's Constitution. They therefore remain eligible to be nominated and, subject to their acceptance of their possible nominations, able to stand for election (along with other nominated candidates) at the forthcoming Annual General Meeting. They are also at liberty to decline a nomination to stand for election to the Board to serve a further 2-year term

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Factors to be considered by...

Persons nominating and seconding a candidate

When considering your nomination of a person to stand for election to the PeakCare Board, please note that:

- *the person proposing the nomination must be an employee of an organisation that has maintained its paid membership for a continuous period of no less than two (2) years, and*
- *the person seconding the nomination must be an employee of an organisation that has current paid membership (i.e. membership fees must not be in arrears)*

Persons who are registered 'supporters' of PeakCare do not exercise the same voting rights as members and are unable to propose or second a nomination.

Prospective candidates

Persons who are NOT eligible to accept a nomination include:

- *PeakCare employees*
- *Government employees*
- *persons who are ineligible by law for appointment or election to the Board, and*
- *persons who are not able or are unwilling to affirm that they will adhere to the duties of a Board Member to:*
 - *act bona fide in the interests of PeakCare and its members*
 - *exercise the powers of a Board member for the purposes for which they were conferred and not for any ulterior, collateral or improper purpose*
 - *not fetter the future exercise of members' powers, and*
 - *avoid conflicts of interest*

Prospective candidates must also consider that, if elected, they will be required to perform, in conjunction with other Board members, a governance role in providing strategic focus, direction, planning, fiscal and performance monitoring, and leadership oversight of PeakCare.

Board members are not elected to represent the views or interests of a single organisation (including those of their employer) or single interest group with which they have a personal or professional affiliation.

All members of the Board are required to conduct the business and affairs of PeakCare in accordance with the organisation's Constitution and in the best interests of the members of PeakCare as a whole. The Board is accountable for ensuring empowering relationships exist between itself and the organisation's Executive Director, PeakCare members and supporters, strategic partners, funders and other stakeholders. If elected, Board members must ensure that, to the best of their ability, these relationships are professional, effective, efficient, and promote the best interests and sound reputation of PeakCare.

A Board member can only effectively exercise power or authority when acting in concert with other Board members or as a sub-committee member acting within the scope and charter of any authority delegated by the Board to that sub-committee.



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Code of Conduct

Prospective candidates must consider their willingness and ability to, if elected, act in a manner that fulfills the following code of conduct requirements:

- **Act with honesty and integrity**
by remaining open and transparent in their dealings, using power responsibly, not placing themselves in a position of conflict of interest and striving to earn and sustain public trust at a high level
- **Act in good faith in the best interests of the organisation**
by demonstrating accountability for their actions, accepting responsibility for their decisions and not engaging in activities that may bring themselves or PeakCare into disrepute
- **Act fairly and impartially**
by avoiding bias, discrimination, caprice or self-interest and demonstrating respect for others by acting in a professional and courteous manner
- **Use information appropriately**
by ensuring information gained as a Board member is only applied to proper purposes, is stored and returned as directed by policy, and is kept confidential
- **Use their position appropriately**
by not using the Board member position to seek an undue advantage for self, family members or associations, or to cause detriment to PeakCare, its membership and/or the sector it represents and by declining gifts or favours that may cast doubt on their ability to apply independent judgement as a Board member
- **Act in a financially responsible manner**
by understanding financial reports, audit reports and other financial material that come before the Board and actively inquiring into all aspects of the presented materials
- **Exercise due care, diligence and skill**
by ascertaining all relevant information, making reasonable enquiries and understanding the financial, strategic and other implications of decisions
- **Comply with relevant legal requirements and within provisions of the law**
by acting within the provisions, and meeting requirements, of relevant legislation and acting within the powers and in accordance with the functions set out in the Constitution, Board Charter and the organisation's governance policies
- **Demonstrate leadership and stewardship**
by promoting, advocating and supporting the organisation, its members and the sector it represents and acting in accordance with the organisation's values and governance policies.



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Key responsibilities:

Prospective candidates must consider their willingness and ability to, if elected, exercise the duties of a Board member with honesty, good faith, compassion, skill and care. These duties exist both in common law and in PeakCare's Constitution. Board members must, if elected, commit to:

- exercising their powers and discharging their duties with the degree of care and diligence that a reasonable person would exercise, in good faith and in the best interests of PeakCare and for a proper purpose, and
- not improperly using their position or the information they obtain as a Board member to gain an advantage for themselves or someone else, or for purposes of causing detriment to PeakCare

Key competencies:

Prospective candidates must consider whether they are able to, if elected, contribute the following competencies to the Board:

- **Mission minded competence in:**
 - promoting the organisation's vision, values and strategic intent, and
 - ensuring that all activities undertaken by the Board in the discharge of its duties conform with PeakCare's Constitution and Board Charter
- **Strategic leadership in:**
 - actively contributing to the work of sub-committees that may be established by the Board and, if delegated to chair a sub-committee established by the Board, overseeing and monitoring the sub-committee's work and ensuring it remains within the scope, charter (including reporting and achievement of results) and delegated responsibilities assigned to it by the Board
 - working with the sub-committees appointed by the Board, so they have a proper structure, appropriate assignments, expectations and boundaries, and are engaged in a suitable level of communication
 - supporting the Board President in the execution of their duties in regard to the Board, the Executive Director, strategic partners, funders and other key stakeholders, and
 - supporting the Executive Director in carrying out the operational priorities and activities of the organisation, as directed and requested by the Board
- **Relationship and communication skills in:**
 - actively encouraging and developing ongoing open communication with other Board members and the Executive Director, to ensure awareness of concerns and actions of the Board, strategic partners and key stakeholders
- **Negotiation and mediation skills in:**
 - deliberating, discussing and negotiating Board matters taking into account relevant research, evidence and the range of experiences and views that may be held by members, supporters and other stakeholders, and
 - ensuring due diligence and effective deliberation of defensible information and evidence-based decision-making in a manner that enables the Board to justify and substantiate its decisions



Nomination of candidates to stand for election to PeakCare's Board

- **Strategic planning and implementation skills in:**
 - assisting with and providing input into the development and implementation of the strategic directions of PeakCare
 - actively contributing to and participating in the development, review and monitoring of the organisation's strategic plan, key operational strategies (arising from the strategic plan), governance policies and achievement of the organisation's objectives
- **Business and financial governance knowledge and skills in:**
 - deliberating, monitoring, discussing and reaching agreements about actions to be taken to ensure strategic, operational and financial viability and sustainability of the organisation, whilst also
 - exercising social and peak body responsibilities in leading advancement of the sector, the achievement of improved policies, programs and practice and attainment of better outcomes for children, young people and families
- **Energy and enthusiasm in:**
 - attending and actively participating in Board meetings including demonstrating an active commitment to attending a minimum of 75% of Board meetings and 75% of sub-committee meetings to which the member is appointed, either in person, by telephone or video conferencing (unless, in extenuating circumstances, leave from the Board has been approved for a period)⁴
 - carrying out other duties as requested by the Board President, as needs and circumstances arise, and
 - participating in ongoing professional development and learning that adds to the Board's competence in delivering sound corporate governance.

Qualifications and experience:

Prospective candidates must consider the suitability of their qualifications and experience in positively contributing to the performance of the Board. The following qualifications must be present within the whole board and, where possible, are preferred of each Board member:

- contemporary high level knowledge, skills and experience in relation to the governance of a non-government organisation
- clear understandings of the role of a peak body
- extensive experience in providing operational or strategic advice in family support, child protection and/or a similar human services sector
- broad knowledge of Queensland's child protection system
- demonstrated ability to act collaboratively and cooperatively as a leadership team member, and to develop as a Board member and Board team member
- contemporary high-level knowledge, skills and experience in relation to business or financial management and planning, human resource management, industrial relations or workforce planning and development, and/or media management, marketing and communications, and/or

⁴ The PeakCare Board must meet at least nine (9) times a year to comply with requirements stated in the Constitution. Meetings are usually held at the PeakCare Office in Paddington, Brisbane on a Friday morning for a period of around three (3) hours, commencing at 9am. Travel costs of Board members from regional areas of the State are met by PeakCare.

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- *possession of a strong track record in achieving results and balanced strategic outcomes (in settings not limited, but preferably relevant and/or transferable, to human services, social justice, the not-for-profit and/or non-government sector).*

Given the diverse range of organisations that comprise PeakCare's membership, candidates are sought who have an awareness of, and are able to represent, a wide cross-section of interests and concerns held by our members and supporters across all parts of the State.

Reporting and performance:

- *All Board members report directly to the Board President. Board candidates, if elected, must be willing to provide and receive feedback and participate in Board performance reviews (both of self and team). Board members do not, on their own, account for the performance and diligence of the Board to PeakCare members, supporters or other key stakeholders. Board members must always speak from a united and unified Board position to any audiences beyond Board or sub-committee meetings.*

Process for submitting nominations

Nominations of candidates are to be received by **5pm Friday, 9 November 2018**.

[Click here](#) to access a copy of the Nomination Form which must be signed by the person nominating the candidate, the person seconding the nomination and the candidate who is accepting the nomination.

By this same date, persons who are nominated are requested to submit a typed 'Candidate Election Statement' within which they must provide a brief profile of their experience, knowledge, skills and other attributes relevant to a Board member's role and the reasons why they should be elected. [Click here](#) to access the template for recording your 'Candidate Election Statement'. Candidates are also requested to submit a 'head and shoulders' picture of themselves (preferably in JPEG format).

Details of the nominations received (including the candidates' statements and pictures) will be posted at the PeakCare Office at 17 Ross Street, Paddington and on PeakCare's web-site for a period of at least seven (7) days prior to the Annual General Meeting.

The election of persons to fill the vacated positions on the Board

The election of Board members will take place during PeakCare's Annual General Meeting. In the event that the person delegated to vote on behalf of a member organisation is unable to attend, Proxy Voting Forms will be made available along with advice in relation to the required procedure for completing and lodging these forms. If you are unsure of the identity of the person delegated to vote on behalf of your organisation or wish to change this delegated authority, you are invited to contact Mr Lindsay Wegener, PeakCare Queensland (email: lwegener@peakcare.org.au) to receive the appropriate advice.

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All PeakCare members are encouraged to give earnest consideration to nominating candidates who, if elected, can make a valued contribution to the important role played by PeakCare as a child protection peak body.



Lindsay Wegener
Executive Director
PeakCare Queensland Incorporated

