



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6h	BOARD STRUCTURE AND APPOINTMENT
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Applies to: Management Committee members
Specific responsibility: Board members

Version: 1
Date approved: 5 Aug 2014

Policy context: This policy relates to	
Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

POLICY STATEMENT

This policy will apply to the annual election of members to the Jumbunna Board and to the filling of casual vacancies.

The election of the Jumbunna Board is required by our incorporation under the Incorporation Act. The election process also ensures that the members of the organisation have the opportunity to nominate and select individuals that they judge to have the required skills and commitment to represent their interests in governing the organisation.

Jumbunna Board is committed to open and transparent election processes that aim to encourage suitable candidates for our Jumbunna Board and the election of those most able to make a positive contribution to the organisation.

The organisation will endeavour to ensure that the Board is composed of members that provide:

- an appropriate mix of skills and experience to meet the responsibilities of the Board and the objectives of the organisation
- appropriate representation of the interests of relevant groups
- diversity in backgrounds.

PROCEDURES

The process for the election of the Board and the appointment of office bearers is set out in detail in Jumbunna's constitution.

Seeking nominations

Jumbunna will:

- Provide a standard nomination form.
- Ask nominees to document their relevant skills and experience.
- Provide prospective nominees with an information kit about the role and responsibilities of being on the Board

Nominations should be formally submitted to the organisation's Secretary or returning officer.

Conducting elections

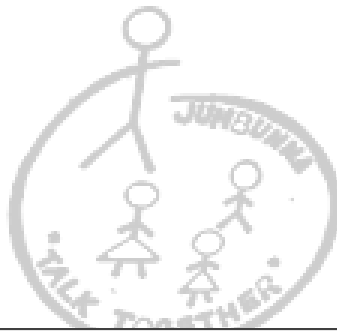
Election procedures will comply with Jumbunna's constitution.

Appointing new Board members

Following the election, all Board members will be given a position description and sign an agreement including code of conduct.

Appointing members to casual vacancies

Jumbunna will follow its constitution to appoint member to casual vacancies.



DOCUMENTATION

Documents related to this policy	
Related policies	Incorporation Requirements Annual General Meeting Orientation and Induction for Committee Members Board Role and Responsibilities
Forms, record keeping or other organisational documents	

Policy Name:	Management Committee Structure & Appointment	Policy Number:	
Date Approved:	March 2024	Approved By:	Senior Management Team
Date Issued:	March 2024	Review Date:	30 June 2025
Version 1.6	This version of the policy was approved March 2024 and replaces the version approved 24 August 2023.		