

# Election of a Governing Body Policy

## 1. PURPOSE

The purpose of this policy is to ensure that the governing body of The Junction is clear and that members of our organisation can nominate and select individuals whom they judge to have the required skills and commitment to represent their interests in governing the organisation.

The election of The Junction Clubhouse Cairns Limited Board is required by our incorporation under the Corporations Act 2001.

| Related documents  |  |
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| Related policies and procedures, how-to task lists, forms, registers or other organisational documents of The Junction | <ul style="list-style-type: none"> <li>• The Junction Constitution</li> <li>• JQS.P6.1 Code of Conduct</li> <li>• JQS.P1.19 Privacy and Confidentiality Policy</li> <li>• JQS.P1.16 Work Health and Safety Policy</li> <li>• Service Agreements</li> </ul> |
| Other standards  | <ul style="list-style-type: none"> <li>• National Mental Health Standards</li> <li>• The International Standards for Clubhouse programs</li> <li>• NDIS Practice Standards</li> <li>• Human Services Quality Standards</li> <li>• ACNC</li> </ul>          |
| Legislation or other requirements  | <ul style="list-style-type: none"> <li>• Human Rights Act 2019 (QLD)</li> <li>• Incorporations Act 2001</li> </ul>   |

## 2. Scope

This policy applies to the annual election of Patron Members and General Members to The Junction Board and to the filling of casual vacancies.

- A Patron Member is an active participant in the activities of the Company, being a person who attends the Clubhouse or engages in activities arranged by the Company for Patrons at least once a week or as otherwise determined by the Board
- A General Member means a member who is not a Patron

## 3. Policy Statement

The Junction is committed to open and transparent election processes that aim to encourage suitable candidates for our Board, and the election of those most able to make a positive contribution to the organisation. Specifically, we will:

- Seek nominations from eligible members to stand for election to the Board
- Seek individuals from the community with relevant skills to make up the Board
- Conduct elections of Board members in accordance with the requirements of incorporation and the organisations' constitution
- Formally appoint new members of the Board
- Formally appoint new members of the Board to casual vacancies as required by the organisations' constitution

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## 4. Procedures

### 4.1 Seeking nominations

The Junction seeks nominations from interested members of The Junction and of the Cairns community prior to the Annual General Meeting.

The Junction will:

- Seek individuals with relevant skills to make up the Board
- Meet with prospective Board members to provide background information on The Junction and the roles and responsibilities of membership
- Provide a standard nomination form by the agreed date

Individuals must complete and submit a standard nomination form by the due date to be considered for election to the Board.

### 4.2 Conducting Elections

Patron Members will be elected by members of The Junction prior to the Annual General Meeting.

General members:

- Will be elected at the AGM
- Nominations must be made to the Secretary at the Registered Office
- Nominations close at 5:00pm local time of the day which is 21 days before the date for the holding of the AGM

Directors will be elected as per a vote at the Annual General Meeting.

### 4.3 Appointing new board or management committee members

Following the election, Directors are required to sign a *Consent to Act* as a Director of the company.

### 4.4 Appointing members to casual vacancies

If there is less than the minimum number of required Directors, the continuing Directors may act despite any vacancy in their body. If the number falls below the minimum number fixed in accordance with the Constitution, the Directors may appoint Directors up to the minimum number.

### 4.5 Eligibility

The person nominating to become a Director must:

- Not currently be under Administration/Bankrupt
- Be at least 18 years of age
- Hold a Working with Children Check (Blue Card); NDIS Worker Screening Clearance (Yellow Card) and Director's ID

| The Junction Clubhouse Cairns Ltd (The Junction) – Election of a Governing Body |                                   |                                 |
|---|-----------------------------------|---------------------------------|
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