

The Junction Club House Cairns Ltd (The Junction)		
Policy: Election of governing body		
Policy number: JQS P1.1	Date adopted: 22/08/2018	
Authorised by: The Board		
Date last reviewed: 21/10/2020	Reviewed by: Quality Review Panel	Date of next review: 22/10/2022

Related Documents:	
Related policies and procedures, How To Task Lists, forms, registers or other organisational documents of The Junction	<ul style="list-style-type: none"> • The Junction Constitution • Code of Conduct policy • Privacy & Confidentiality policy • Service Agreements • Work, Health & Safety policy
Other standards	<ul style="list-style-type: none"> • National Mental Health Standards • Human Services Quality standards • NDIS Practice Standards • ACNC
Legislation or other requirements	<p>Incorporations Act 2001</p> <p>Human Rights Act 2019 (QLD)</p>

1. Purpose:

The purpose of this policy is to ensure that the election of 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.

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: Our commitment

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 organisation's constitution
- Formally appoint new members of the board
- Formally appoint new members of the board to casual vacancies as required by the organisation's constitution.

4. Procedures

4.1 Seeking nominations

The Junction seeks nominations from interested members of The Junction and interested members 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 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

1. Patron Members will be elected by members of The Junction prior to the Annual General Meeting.
2. General members:
 - a. will be elected at the AGM
 - b. Nominations must be made to the Secretary at the Registered Office
 - c. Nominations close at 5.00pm local time of the day which is 21 days before the date for the holding of the AGM
3. Directors will be elected as per a vote at the AGM.

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.

5. Review processes

Policy review frequency: 2 yearly	Responsibility for review: The Director
Review process: The Director as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and communication: All policy decisions will be documented and communicated through the Quality Review Panel observing the Document Control HTTL. Note: add version number after review.	