

1. POLICY

This policy provides the framework to support appropriate, contemporary and timely recruitment and nomination for the Gippsland Women's Health (GWH) Board of Directors.

2. SCOPE

As an Incorporated Association under the Associations Incorporation Reform Act 2012 this policy applies to all GWH Board Directors, the GWH Chief Executive Officer (CEO) and relevant employees, the nominated Returning Officer and prospective Board Directors.

3. CONTEXT

Board Directors are accountable for the overall performance of the organisation and to work closely with the CEO to provide advice and govern the direction of the organisation. Board Directors do not have operational responsibility for the organisation. Board power, responsibilities and accountabilities are granted and assigned under the *Associations Incorporation Reform Act (2012)* and the GWH Constitution. Board Directors may be required to participate in related Board sub-committees.

Board positions are unpaid and applicants will be required to provide a current Police Check, Working with Children Check, evidence of COVID-19 Vaccination and the ability to participate in an interview with the Board Nominations sub-committee.

GWH aims to appoint a skills-based Board of women from across all local government areas of Gippsland. A Board role at GWH requires an individual to:

- a. Be a current Association Member of Gippsland Women's Health, holding their membership for at least six months
- b. Have an understanding of and support of feminist frameworks
- c. Have a commitment to promoting women's health and wellbeing
- d. Have a commitment to the elimination of violence against women
- e. Have excellent communication skills and a willingness to work collaboratively with other Board Directors
- f. Be curious and enquiring and have a genuine appetite for change, challenge and growth

Previous Board experience is not mandatory however will be considered favourably. As a skills based Board, GWH prefer qualifications or experience in one of the following areas:

- Women's Health
- Gendered violence prevention
- Health and/or social services
- Finance and budget management
- Risk management
- Governance
- Legal
- Strategic planning
- Community engagement
- Human Resource Management and/or Industrial Relations

GWH are committed to intersectionality and encourage applications from First Nations women, women from migrant and refugee backgrounds, women of all ages, women with a disability and women from the LGBTIQ+ community

The GWH Board of Directors will appoint a Returning Officer prior to the Annual General Meeting. The Returning Officer is responsible for actions related to Board nominations and election processes in accordance with the GWH Constitution.

Applicants who may be interested in obtaining further information about GWH Board role and responsibilities or the application process prior to nominating are encouraged to contact the Board Chair on chair@gwhealth.asn.au

4. BOARD ELIGIBILITY

In accordance with the GWH Constitution, women who are current GWH Individual Association members and who have held Association membership for at least 6 months are eligible to apply for a Board position, stand for election, nominate another Association member and vote in the event of a contested election.

Note: *Gippsland Women's Health hold an exemption under the Equal Opportunity Act 2010 and the **Human Rights List Exemption #H472/2021** to specifically advertise and recruit individuals who identify as women for Board Director positions.*

5. BOARD NOMINATIONS SUB-COMMITTEE

The GWH Board Nominations sub-committee will review all applications for Board positions and decide whether to proceed to interview.

Only applicants approved by the Board Nominations sub-committee will proceed to a casual appointment or a general election process.

It should be noted that applications will not be considered if they do not meet the criteria outlined in Sections 6.1 and 6.2

6. NOMINATION PROCEDURES

6.1 Casual Vacancies

From time to time, casual Board positions may become available. In this situation, the following process will be undertaken:

6.1.1 Any vacancies will be advertised through GWH social media sites, GWH web page and the GWH membership mailing list. The option to utilise local print media is also available.

6.1.2 Applicants are required to submit the following information for consideration:

- a. GWH Board application form including details of two current referees
- b. GWH Board Nomination Form - ***the Board Chair or CEO can be contacted if assistance is required in seeking current Association members for the nomination process***
- c. GWH Conflict of Interest Form
- d. A Statement Piece of approximately 250 words outlining why the individual is seeking a Board position including experience and qualifications (a current resume can be submitted if available)
- e. Confirmation of current GWH Association Membership with at least 6 months membership
- f. Confirmation of a current Police Check and Working with Children Check (or willingness to obtain)
- g. Confirmation of COVID-19 Vaccination

6.2 General Election process

- 6.2.1 GWH will advertise Board vacancies each year in accordance with the GWH Constitution and at the time of the Annual General Meeting (AGM) notification
- 6.2.2 To be eligible for nomination all nominees for Board vacancies must be confirmed members of the Association for a minimum of six months prior to the Annual General Meeting
- 6.2.3 In accordance with the requirements of the GWH Constitution, women seeking election to the GWH Board at the AGM must lodge their full application within the timeframes advertised by GWH each year including:
- a. GWH Board application form including details of two current referees
 - b. GWH Board Nomination Form - *the Board Chair or CEO can be contacted if assistance is required in seeking current Association members for the nomination process*
 - c. GWH Conflict of Interest Form
 - d. A Statement Piece of approximately 250 words outlining why the individual is seeking a Board position including experience and qualifications (a current resume can be submitted if available)
 - e. Confirmation of current GWH Association Membership with at least 6 months membership
 - f. Confirmation of a current Police Check and Working with Children Check (or willingness to obtain)
 - g. Confirmation of COVID-19 Vaccination
- 6.2.4 All formal nominations are to be addressed to the “*Returning Officer*” and can be returned within the specified and advertised timeframe to admin@gwhealth.asn.au or via Registered mail at PO Box 664, Sale, Victoria 3820
- 6.2.5 Existing Board Directors whose positions are declared vacant may renominate if they have not exceeded the maximum six year total term
- 6.2.6 Women who have held a casual vacancy during the year and wish to continue are also required to re-nominate (nomination form only required)
- 6.2.7 No late nominations will be accepted
- 6.2.8 If more nominations than vacancies are received, an election will be held

7. RELATED GWH POLICIES

- Gov-01 Privacy and Confidentiality
- Gov-02 Board Code of Conduct
- Gov-04 Board Orientation Policy
- Gov-05 Board Role and Responsibility
- Gov-07 Risk Management Policy
- Gov-17 Conflict of Interest and Related Parties Policy
- Gov-18 Whistleblower Policy
- Gov-19 Fraud Policy
- Gov-20 Financial Management Policy
- Gov-21 Delegation of Authority
- Gov-22 Donations Policy
- Gov-23 Child Safety Standards
- Gov-24 Disclosure of Harm to child or children Policy
- Gov-25 Vaccination Policy
- Gov-26 Modern Slavery Statement

8. REFERENCES

- Gippsland Women's Health Constitution [Become a Member - Gippsland Women's Health \(gwhealth.asn.au\)](https://www.gwhealth.asn.au)
- Institute of Community Directors Code of Ethics [Institute of Community Directors Australia \(ICDA\)](https://www.icda.org.au)
- Association Incorporation Reform Act 2012 [Associations Incorporation Reform Act 2012 \(legislation.vic.gov.au\)](https://www.legislation.vic.gov.au)