## CHF BOARD OF DIRECTORS ELECTION GUIDELINES

The election of the elected directors to the CHF Board shall take place in the following manner:

1. A Voting Member of the Company shall be at liberty to nominate a person for election to the Board
2. The nomination shall be in the attached form approved by the Board
3. The nomination form must be signed by the person nominated
4. The nomination form must be countersigned by a person from within the nominating organisation authorised to support the nomination
5. Nominations for election for the Board must be returned to the CHF Registered Office **by Monday 18 August 2025(5.00 pm AEST).** Nominations which are not in the hands of the Returning Officer by the deadline will not be accepted.
6. Nominating Voting Member organisations must be financial at the time of the nomination.

The responsibilities of all Board members include ensuring the good governance of CHF, considering all reports from management, and assuring transparency of all decisions.

The Board is particularly interested in nominees who have:

* Past experience on a governing body
* Public relations/marketing skills
* Governance and representational skills
* Business, financial and legal skills

New Directors must be able to attend Board meetings held at least six times a year from the 2025 AGM. It is likely that these will be a mix of face-to-face and virtual. Out of session meetings may also be held by teleconference if required.

New Board members will also participate in committees of the Board.

**In order to nominate for a Board member position, nominees should complete and return the Nomination Form, Candidate Statement and Fitness to Serve declaration below**.

Please email all requested information by the deadline to Company Secretary Linden Audino at [l.audino@chf.org.au](mailto:l.audino@chf.org.au)

**Further enquiries:** Darryl O’Donnell – Chair Governance Committee, Ph: 0404 857 413

***CHF Board of Directors nomination form***

### **Nominator information**

|  |  |
| --- | --- |
| Name of nominating voting member organisation |  |
| Name of nominator |  |
| Position of nominator  Only a duly authorised representative of the voting member can nominate\*  *\*CHF Constitution: Clause 4.13* |  |
| Signature of nominator and date |  |

## Fitness to serve and consent to act as a director

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Full Name],

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Residential Address],

hereby consent to act as a director of the Consumers Health Forum of Australia, a company limited by guarantee. I confirm that:

* I am at least 18 years of age.
* I am not disqualified from managing a corporation under the Corporations Act 2001 (Cth).
* I understand and accept the duties and responsibilities of a director under the Corporations Act and CHF’s Constitution.
* I agree to comply with the governance standards set out by the Australian Charities and Not-for-profits Commission (ACNC), where applicable.
* I have not been disqualified from being a Responsible Person by the ACNC Commissioner within the previous 12 months.
* I have applied for or hold a valid Director Identification Number (Director ID).
* I have no interests that would substantially interfere with my duties as a CHF director.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Candidate’s Statement

|  |  |
| --- | --- |
| Name of Candidate |  |

|  |  |
| --- | --- |
| Positions presently held in other organisations |  |
| Major Interests |  |
| Areas of expertise as relates to CHF |  |
| Reasons for nomination |  |
| Statement – *how can you contribute to the strategic direction of CHF*  Succinctly summarise your relevant experience and skills  *(no more than 500 words)* |  |