



## Board Member Nomination Form

I, \_\_\_\_\_ nominate \_\_\_\_\_ to stand for a position on the Board of the Hume Whittlesea Local Learning and Employment Network (HWLLEN).

The nominee is a HWLLEN stakeholder in the context of:

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I believe the nominee has the following skills to contribute to HWLLEN:

Finance, accounting

Management, administration

Grant writing

Non-profit experience

Communications, public relations

Contacts, networking

Other: \_\_\_\_\_

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Affiliations or organisations the candidate belongs to (for example, memberships, professional bodies, etc) include:

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### Nominator:

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Seconder (must be a current HWLLEN Board member):

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**The nominee must sign below to accept this nomination:**

I, \_\_\_\_\_ accept this nomination to stand for a position on the Board of the HWLLEN, and, if elected/appointed to the Board, agree to comply with the HWLLEN Board Charter, including the key Duties and Responsibilities of a Board member to:

1. Act in the best interests of the HWLLEN, above my own or anyone else's interests
2. Act in good faith – honestly and with good intentions
3. Act with care and diligence
4. Declare any conflicts of interest (real, perceived or potential) to the Board for consideration and decision
5. Not misuse information or my position on the Board for personal gain or to the detriment of the HWLLEN
6. Not take personal advantage of opportunities available to the HWLLEN
7. Not to allow the HWLLEN to trade whilst insolvent
8. Not to engage in fraud or other wrongs

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

**Please return this form by 23<sup>rd</sup> May 2024 to:**

Email: [kim.s@hwllen.com.au](mailto:kim.s@hwllen.com.au)

Post or In Person: 46-48 Katrina Drive, Gladstone Park, VIC 3043

**Notes**

1. All nominees and nominators must be HWLLEN members.
2. Nominees may self-nominate.
3. A current HWLLEN Board member must second all nominations.
4. Nomination Forms must be returned to HWLLEN no later than seven (7) days prior to the Annual General Meeting (AGM).
5. Should there be more nominees than positions available on the Board, an election will take place at the AGM.
6. Should there be less nominees than positions available on the Board, those nominees will be appointed to the Board at the AGM.

**For Office Use Only:**

Date received by HWLLEN \_\_\_\_\_