

## Attachment A

Cairns Business Women's Club  
**NOMINATION FORM – ELECTION OF BOARD MEMBERS**  
Cairns Business Women's Club ABN: 98 357 882 786

Two (2) proposers are required

I, \_\_\_\_\_ I, \_\_\_\_\_  
*PRINT name of proposer PRINT name of proposer*  
*[Must be current Cairns Business Women's Club financial members]*

wish to nominate \_\_\_\_\_  
*PRINT candidates name. Candidate must be a current CBWC financial member.*  
for the position of:

- Secretary  
 Board Member – General (three positions available)

Signature of Proposers

\_\_\_\_\_  
*Proposer signature Proposer signature*

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### **Candidate Consent**

I, \_\_\_\_\_ have read Attachment B, "Indicative  
**[PRINT Full Name]**

Commitment of a Board Members Responsibilities" and am aware of the time commitments and expectations of the CBWC Board Member roles.

I am willing to take on this role if I am elected/appointed to the CBWC Board at the Annual General Meeting of Cairns Business Women's Club being held on **15<sup>th</sup> February 2024**.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Please email completed nomination form to the CBWC Secretary at [secretary@cbwc.org.au](mailto:secretary@cbwc.org.au) **no later than 5pm, Thursday 1<sup>st</sup> February 2024**.

## Attachment B

Cairns Business Women's Club

### INDICATIVE COMMITMENT OF A BOARD MEMBERS RESPONSIBILITIES

#### INTRODUCTION

Board members are a critical resource for non-profit organisations. They provide a sounding board for ideas, access to financial resources, and their own professional experience and expertise. Their passion and commitment to the organisation is essential.

A Board operates effectively if the members and office-bearers of the Board know their respective duties and obligations. Positions are voluntary and each member is expected to contribute their time and effort to ensure that the organisation's standards remain high and that they serve Club members in a professional manner.

#### PURPOSE

Each member of the Board is to provide support to the Executive Committee and assist other General Board members to drive the Mission and Vision of the CBWC to provide excellence in service delivery.

#### PRINCIPLE RELATIONS AND ACCOUNTABILITY

Report to: Ultimately the President and the Executive Committee.

Main Customers: Fellow Board members, current CBWC members, partners, and potential members.

Activity	Description	Frequency	Approx. Time Commitment
<i>Executive Committee – President, Vice-President/s, Treasurer, Secretary</i>			
<b>Governance</b>	Provide leadership to the organisation	As required	2-4 hours per week
	Ensure that the organisation's objectives, goals, and mission is followed.	As required	Constant
	Ensure that the organisation operates in an ethically, environmentally, and socially responsible manner.	As required	Constant
	Ensure all legal requirements are met	As required	Constant
	Ensure appropriate policies and procedures are developed, reviewed when due, are adequate and that risk management strategies are in place	On going	1-2 hours per week
	Manage induction and training of Board Members	As required	1 hour

<b>Planning</b>	Strategic Planning – Development and review (if required)	As required	2-4 hours per session
	Manage the business affairs of the Club	On going	1-5 hours per week
<b>Meetings</b>	Attend board meetings	As required	½ - 1 hour before Board meeting
	Serve on Board Subcommittees	As required	Will vary
	Administrative duties as assigned by position	As required	1-5 hours per week
<b>General</b>	Plus all General Board Member responsibilities	See below	
<b>General Board Members</b>			
<b>Post-Election / Appointment</b>	Undertake induction and NFP Board Member training (if applicable) as advised by the Executive Committee	1-2 times per year	3-4 hours
<b>Bi-Monthly Board Meetings</b>	<u>Face to Face</u> – Attend meetings, currently held bi-monthly, at 5.30pm on the 3 <sup>rd</sup> Thursday of each respective month in the Cairns CBD. This may change depending on the availability of the President and executive committee. Contribute to discussions and resolutions of issues as appropriate.	Minimum 6 per year	2-3 hours each
	<u>Meeting Apologies</u> – If your non-attendance is unavoidable, an apology in advance will be required.	Up to 1 allowed (if only 6 meetings held)	5 minutes / apology
	<u>Meeting Agenda</u> – Provide agenda items to the Secretary prior to Board meetings (if applicable).	Minimum 6 per year	10 minutes
	<u>Sub-Committee Reports</u> – Provide a sub-committee report to the Secretary prior to the Board meetings (if applicable).	minimum 6 per year	5 to 30 minutes
	<u>Pre-reading</u> – It is <b>mandatory</b> for Board members to read agendas, minutes, meeting papers, and consider matters <b>prior</b> to Board Meetings.	Minimum 6 per year	½ to 1 hours
	<u>“Out of Session” meetings</u> – Ongoing and new matters may need to be dealt with between meetings, usually via email. This may involve reading, consideration of additional correspondence or documentation and any other activities pertaining to the operation of the organisation.	As required	2-4 hours per month

	<u>Action Items</u> – Board minutes contain items which are assigned to specific Board members. Items are required to be actioned ASAP or within three (3) months of the meeting date.	As required	This will vary depending on the task
<b>General Meetings</b>	Annual General Meeting	1 per year	1 hour
<b>Sub Committees</b>	The Executive committee appoints Board members to Sub-committees as and when required. A Sub-committee may comprise of Board members and other persons. Committee composition and frequency of meetings will depend on the nature of the committee.	As required by each Sub-committee.	1 - 3 hours per month
<b>Events</b>	Participation in the organisation, execution of and attendance at CBWC functions (including but not limited to) :  <div style="display: flex; justify-content: space-around;"> <span>4 x Lunches</span> <span>1 x Workshop</span> </div> <div style="display: flex; justify-content: space-around;"> <span>3 x Business and Bubbles</span> <span>1 x Awards Gala Ball</span> </div>	9-10 per year	This will vary between 2-5 hours per month
<b>General</b>	Board Members must become familiar with the legal and statutory obligations, Constitution, Board Charter, policies and procedures of CBWC	Ongoing	
	Support and adhere to all Board and Executive Committee decisions.	Ongoing	
	Promote the organisation in the community as opportunities arise	Ongoing	

**I AM SUCCESSFUL IF** (Goals for Board Members to aim for)

- ✓ I can attend at least 80% of the Board Meetings.
- ✓ Should I not be able to attend a meeting, my apology will be emailed to the Board Secretary prior to the meeting (no exceptions).
- ✓ I complete NFP Board Member training, if offered.
- ✓ I can attend at least 80% of the Club's events.
- ✓ I can assist at Club events in some capacity. This may require ½ - 1 hour prior to the event and remain until all post-function activities are fulfilled.
- ✓ I encourage new individual businesses and/or corporate organisations to become members.
- ✓ I encourage new partners to the club.
- ✓ I nominate candidates for the CBWC Cairns Business Women of the Year Awards.

**ESSENTIAL ATTRIBUTES**

- |  |                                    |
|--|------------------------------------|
| ✓ Committed to the success of the organisation                         | ✓ Enthusiasm and dedication        |
| ✓ Work and operate as part of a highly effective team                  | ✓ Effective communicator           |
| ✓ Clear thinker with a positive attitude                               | ✓ Well organised                   |
| ✓ Honest, reliable, and trustworthy (Police checks will be undertaken) | ✓ Able to maintain confidentiality |
| ✓ Act in good faith at all times and in the best interests of the club | ✓ Current financial member of CBWC |