



Board Nomination Application

We financial members hereby nominate:

.....

(Name)

For election for the following Board position of Derwent Valley Youth Future Action Team Incorporated:

- Ordinary Member
- Chair Person
- Vice Chair Person
- Secretary
- Treasurer

Nominator 1

Name:

Signature:

Date:

Nominator 2

Name:

Signature:

Date:

Nominee

I accept this nomination. I understand rule 26 and 27 of the Constitution as per page 2 and 3 of this nomination application. I understand the Board Position Description and agree to abide by the key responsibilities listed in the Board Position Description.

Signature:

If under 18 years old, a Parent or Guardian signature will also be required.

I give my son/daughter permission to be nominated for election for a Board position of Derwent Valley Youth Future Action Team Incorporated.

Name:(Parent or Guardian)

Signature:(Parent or Guardian)

Date:

Personal information collected by D’FAT is only for the purposes which are directly related to the provision of services by our organisation.

We do not disclose individually identifiable information to any third party unless required to do so under law. We will not disclose personal information about individuals to any third party other than when prior consent has been provided.

We will take steps to protect the personal information held against misuse and loss, unauthorised access, interference, unauthorised modification or disclosure.

26. Election of Members of Board

(1) A nomination of a candidate for election as an officer of the Association, or as an ordinary Board member, is to be:

(a) made in writing, signed by 2 members of the Association and accompanied by the written consent of the candidate and legal guardian or parent of the candidate if under the age of 18 years; and

(b) if 16 years of age and over have provided evidence of Working with Vulnerable People certification; and

(c) delivered to the Public Officer at least 10 days before the day on which the annual general meeting is to be held.

(2) If insufficient nominations are received to fill all vacancies on the Board –

(a) the candidates nominated are to be presented to the Annual General Meeting for consideration and appointment if agreed

(b) further nominations are to be received at the annual general meeting.

(3) If the number of nominations received is equal to the number of vacancies on the Board to be filled, the persons nominated are to be presented to the Annual General Meeting for consideration and appointment if agreed

(4) If the number of nominations received exceeds the number of vacancies on the Board to be filled, a ballot is to be held.

(5) If the number of further nominations received at the annual general meeting exceeds the number of remaining vacancies on the Board to be filled, a ballot is to be held in relation to those further nominations.

(6) The ballot for the election of officers of the Association and ordinary Board members is to be conducted at the annual general meeting in the manner determined by the Board.

(7) The Public Officer (a person of 18 years of age and over) shall be appointed by the Board, at its first meeting following the Annual General Meeting.

27. Vacation of office

For the purpose of these rules, the office of an officer of the Association, or of an ordinary Board member, becomes casually vacant if the officer or Board member –

- (a) dies or
- (b) reaches the age of 26 years or
- (c) becomes convicted of a serious crime or
- (d) has their Working with Vulnerable People certification revoked or
- (e) becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration or estate for their benefit or
- (f) becomes a represented person within the meaning of the Guardianship and Administration Act 1995 or
- (g) resigns office in writing addressed to the Board or
- (h) ceased to reside in the Derwent Valley Local Government Area or
- (i) ceased to be ordinarily resident of Tasmania or
- (j) is absent from 3 consecutive meetings of the Board without the permission of the other members of the Board or
- (k) ceases to be a member of the Association or
- (l) fails to pay, within 14 days after receiving a notice in writing signed by the Public Officer stating that the officer or Board member has failed to pay one or more amounts of annual subscriptions, all such amounts due and payable by the officer or member.

Derwent Valley Youth Future Action Team Board Ordinary Member Position Description

Derwent Valley Youth Future Action Team (D’FAT) is a youth led not for profit organisation that exists to empower young people to become respected and engaged members of the Derwent Valley community.

D’FAT Aims:

- ❖ advise organisations and individuals on youth issues and concerns
- ❖ develop activities and projects for young people

D’FAT Objectives:

- ❖ increase awareness of and address youth issues and concerns
- ❖ provide opportunities for community involvement
- ❖ facilitate and promote consultation between young people and community groups and all levels of government
- ❖ represent the views of young people
- ❖ develop young leaders
- ❖ promote a positive image of young people
- ❖ support and co-ordinate activities and projects for young people

National Principles for Child Safe Organisations:

D’FAT has adopted the National Principles for Child Safe Organisations:

- ❖ child safety and wellbeing is embedded in organisational leadership, governance and culture
- ❖ children and young people are informed about their rights, participate in decisions affecting them and are taken seriously
- ❖ families and communities are informed and involved in promoting child safety and wellbeing
- ❖ equity is upheld and diverse needs respected in policy and practice
- ❖ people working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
- ❖ processes to respond to complaints and concerns are child focused
- ❖ staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
- ❖ physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
- ❖ implementation of the national child safe principles is regularly reviewed and improved

- ❖ policies and procedures document how the organisation is safe for children and young people

Key Relationships:

D’FAT Facilitator and the Board.

Position Role:

To attend meetings, activities and projects of D’FAT.

Key Responsibilities:

- ❖ Ensure that D’FAT abides with its legal obligations and is following their rules of the Constitution and the *Association Incorporation Act 1964* and associated Regulations
- ❖ Ensure that D’FAT abides by their Code of Conduct Policy, Safeguarding Children and Young People Policy and other policies of the organisation
- ❖ Ensure that D’FAT meets all funding and partnership agreement commitments
- ❖ Ensure that the activities and projects of D’FAT fit within the aims and objectives of the organisation

Derwent Valley Youth Future Action Team Board Chair Person Position Description

Derwent Valley Youth Future Action Team (D’FAT) is a youth led not for profit organisation that exists to empower young people to become respected and engaged members of the Derwent Valley community.

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- ❖ policies and procedures document how the organisation is safe for children and young people

Key Relationships:

D’FAT Facilitator and the Board.

Position Role:

To provide leadership to the Board and chair meetings.

Key Responsibilities:

- ❖ Ensure that D’FAT abides with its legal obligations and is following their rules of the Constitution and the *Association Incorporation Act 1964* and associated Regulations
- ❖ Ensure that D’FAT abides by their Code of Conduct Policy, Safeguarding Children and Young People Policy and other policies of the organisation
- ❖ Ensure that D’FAT meets all funding and partnership agreement commitments
- ❖ Ensure that the activities and projects of D’FAT fit within the aims and objectives of the organisation
- ❖ Ensure that regular Board meetings are held and chair the meetings; remind members to listen to each other and allow everybody to have ‘their say’, and encourage a decision to be made
- ❖ Prepare an Annual Report for presentation at the AGM

Derwent Valley Youth Future Action Team Board Secretary Position Description

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- ❖ policies and procedures document how the organisation is safe for children and young people

Key Relationships:

D’FAT Facilitator and the Board.

Position Role:

To ensure that a record of all Board meetings are taken.

Key Responsibilities:

- ❖ Ensure that D’FAT abides with its legal obligations and is following their rules of the Constitution and the *Association Incorporation Act 1964* and associated Regulations
- ❖ Ensure that D’FAT abides by their Code of Conduct Policy, Safeguarding Children and Young People Policy and other policies of the organisation
- ❖ Ensure that D’FAT meets all funding and partnership agreement commitments
- ❖ Ensure that the activities and projects of D’FAT fit within the aims and objectives of the organisation
- ❖ Ensure that Board meeting minutes are taken, which includes a record of discussions and decisions from each meeting using the minutes template
- ❖ Ensure that draft minutes are provided to the D’FAT Facilitator for distribution to members of the Board

Derwent Valley Youth Future Action Team

Board

Treasurer

Position Description

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- ❖ policies and procedures document how the organisation is safe for children and young people

Key Relationships:

D’FAT Facilitator and the Board.

Position Role:

To manage the financial processes and obligations of the organisation, and provide financial reports to the Board when required.

Key Responsibilities:

- ❖ Ensure that D’FAT abides with its legal obligations and is following their rules of the Constitution and the *Association Incorporation Act 1964* and associated Regulations
- ❖ Ensure that D’FAT abides by their Code of Conduct Policy, Safeguarding Children and Young People Policy and other policies of the organisation
- ❖ Ensure that D’FAT meets all funding and partnership agreement commitments
- ❖ Ensure that the activities and projects of D’FAT fit within the aims and objectives of the organisation
- ❖ Ensure that accurate financial records are kept and audited
- ❖ Ensure that financial reports are provided to the Board when required

Derwent Valley Youth Future Action Team Board Vice Chair Person Position Description

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- ❖ policies and procedures document how the organisation is safe for children and young people

Key Relationships:

D’FAT Facilitator and the Board.

Position Role:

To provide leadership to the Board and chair meetings in the absence of the Chair Person.

Key Responsibilities:

- ❖ Ensure that D’FAT abides with its legal obligations and is following their rules of the Constitution and the *Association Incorporation Act 1964* and associated Regulations
- ❖ Ensure that D’FAT abides by their Code of Conduct Policy, Safeguarding Children and Young People Policy and other policies of the organisation
- ❖ Ensure that D’FAT meets all funding and partnership agreement commitments
- ❖ Ensure that the activities and projects of D’FAT fit within the aims and objectives of the organisation
- ❖ In the absence of the Chair Person, ensure that regular Board meetings are held and chair the meetings; remind members to listen to each other and allow everybody to have ‘their say’, and encourage a decision to be made
- ❖ In the absence of the Chair Person, prepare an Annual Report for presentation at the AGM