



Cairns Business Women's Club

## **NOTICE OF ELECTION OF BOARD MEMBERS 2021**

**ABN: 98 357 882 786**

Notice is hereby given that an election of Board Members is to be held at the Annual General Meeting of the Members of Cairns Business Women's Club on **Friday 19<sup>th</sup> February 2021 at 4:30pm**, in Cairns, at The Bungalow Hotel, prior to the 2021 CBWC February Business & Bubbles.

Current Board Members will retire and may be eligible for re-election under rule 14.2 of the Constitution.

Skills required include, but are not limited to - Finance/Accounting, Event Management, Marketing, Governance, IT, Membership and Sponsorship.

Any two (2) financial Club Members of the Cairns Business Women's Club may nominate another financial Club Member to serve as a Board Member.

Nominated candidates are required to give written consent to be eligible for election/appointment as a Board Member.

The call for nominations will open on **Friday 18<sup>th</sup> December 2020 and close at 5pm Friday 5<sup>th</sup> February 2021.**

*By order of the Board of the Cairns Business Women's Club*

Dated: 18<sup>th</sup> December 2020

Susan Fischer  
**CBWC Secretary**

### **Attachments**

**A - Nomination Form – Election of Board Members**

**B - Indicative Commitment of a Board Members Responsibilities**



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NOMINATION FORM – ELECTION OF BOARD MEMBERS

Cairns Business Women’s Club

ABN: 98 357 882 786

Two (2) proposers are required

I, \_\_\_\_\_  
PRINT name of proposer

I, \_\_\_\_\_  
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:

President

Vice-President

Treasurer

Secretary

Board Member

Signature of Proposers

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

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

**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 **Friday 19<sup>th</sup> February 2021.**

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

Please email completed nomination form to the CBWC Secretary at secretary@cbwc.org.au no later than **5pm, Friday 5<sup>th</sup> February 2021.**



## cairnsbusinesswomen'sclub

### INDICATIVE COMMITMENT OF A BOARD MEMBERS RESPONSIBILITIES

#### INTRODUCTION

Board members are a critical resource for non-profit organizations. They provide a sounding board for ideas, access to financial resources, and their own professional experience and expertise. Their passion and commitment to the organization 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 organizations 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, sponsors and potential members.

Activity	Description	Frequency	Approx. Time Commitment
<b><i>Executive Committee – President, Vice-President/s, Treasurer, Secretary</i></b>			
<b>Governance</b>	Provide leadership to the organization	As required	2-4 hours per week
	Ensure that the organization's objectives, goals and mission is followed.	As required	Constant
	Ensure that the organization 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 executive committee 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	

## General Board Members

<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>Monthly Board Meetings</b>	<b>Face to Face</b> – Attend meetings, currently held once a month, at 5.30pm on the 1 <sup>st</sup> Wednesday of each 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.	Up to 12 per year	2-3 hours each
	<b>Meeting Apologies</b> – If your non-attendance is absolutely unavoidable, an apology in advance will be required.	Up to 3 allowed	5 minutes / apology
	<b>Meeting Agenda</b> – Provide agenda items to the Secretary prior to Board meetings (if applicable).	Up to 12 per year	10 minutes
	<b>Sub-Committee Reports</b> – Provide a sub-committee report to the Secretary prior to the Board meetings (if applicable).	Up to 12 per year	5 to 30 minutes
	<b>Pre-reading</b> – It is <b>mandatory</b> for Board members to read agendas, minutes, meeting papers, and consider matters <b>prior</b> to Board Meetings.	Up to 12 per year	½ to 1 hours
	<b>“Out of Session” meetings</b> – 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 organization.	As required	2-4 hours per month
	<b>Action Items</b> – 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 – 5 minutes to ?
<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. Each Board Member will have to be involved at least one (1) Sub-committee: <ol style="list-style-type: none"> <li>1. Executive</li> <li>2. Events</li> <li>3. Governance</li> <li>4. Marketing/Social Media</li> <li>5. Raffle Co-ordinator</li> <li>6. Conference (if applicable)</li> <li>6. Membership</li> <li>7. Sponsorship</li> <li>8. IT</li> <li>9. Awards</li> <li>10. Finance!</li> </ol>	As required by each Sub-committee.  These meetings may occur once prior to the Board meeting and will require preparation and submission of a Sub-committee Report to the Board meeting each month.	1 - 3 hours per month
<b>Events</b>	Participation in the organization, execution of and attendance at CBWC functions (including but not limited to) : <ol style="list-style-type: none"> <li>2-3 Breakfasts</li> <li>8-10 Lunches</li> <li>1-2 Business and Bubbles</li> <li>1 Awards</li> </ol>	12-18 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.	On going	
	Promote the organization in the community as opportunities arise	On-going	

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

- I attend nine (9) out of the twelve (12) monthly 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
- I am able to attend at least 80% of the Clubs events, to manage, organize or assist in some capacity. This may require arriving at least ½ - 1 hour prior to event and remain until all post function activities are fulfilled.
- I am able to manage, run and/or assist with at least two (2) CBWC functions each year. This will incorporate sourcing guest speakers, MC'ing an event, event management, sponsorship and procuring raffle/award prizes.
- I encourage five (5) new individual businesses and/or one (1) corporate organization to become members.
- I pursue at least one (1) event sponsor or 1 annual club sponsor.
- I nominate at least two (2) candidates for the CBWC Cairns Business Women of the Year Awards

## **ESSENTIAL ATTRIBUTES**

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