

Cairns Business Women's Club

NOTICE OF ELECTION OF BOARD MEMBERS

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 **Thursday 15th February 2024 at 5:45pm** at The Bolands Centre, 14 Spence St Cairns City with light refreshments to follow.

Several current Board Members retiring at the conclusion of a 2-year term may be appointed for a second or subsequent term if appointed in accordance with the Constitution (clause 14.3).

Preferred skills include, but are not limited to Administration, Governance, Event Co-Ordination, and Membership.

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 8th December 2023 and closes at 5pm on Thursday 1st February 2024.**

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

Dated: 8th December 2023

Jenni Dijkstra

CBWC Secretary

Attachments

A - Nomination Form – Election of Board Members

B - Indicative Commitment of a Board Members Responsibilities

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

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 **15th February 2024**.

Signature of Candidate: _____ Date: _____

Please email completed nomination form to the CBWC Secretary at secretary@cbwc.org.au **no later than 5pm, Thursday 1st 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>			
Governance	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

Planning	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
Meetings	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
General	Plus all General Board Member responsibilities	See below	
General Board Members			
Post-Election /Appointment	Undertake induction and NFP Board Member training (if applicable) as advised by the Executive Committee	1-2 times per year	3-4 hours
Bi-Monthly Board Meetings	<u>Face to Face</u> – Attend meetings, currently held bi-monthly, at 5.30pm on the 3 rd 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 mandatory for Board members to read agendas, minutes, meeting papers, and consider matters prior 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				
General Meetings	Annual General Meeting	1 per year	1 hour				
Sub Committees	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				
Events	Participation in the organisation, execution of and attendance at CBWC functions (including but not limited to) : <table data-bbox="395 987 932 1048" style="width: 100%; border: none;"> <tr> <td style="width: 50%;">4 x Lunches</td> <td style="width: 50%;">1 x Workshop</td> </tr> <tr> <td>3 x Business and Bubbles</td> <td>1 x Awards Gala Ball</td> </tr> </table>	4 x Lunches	1 x Workshop	3 x Business and Bubbles	1 x Awards Gala Ball	9-10 per year	This will vary between 2-5 hours per month
4 x Lunches	1 x Workshop						
3 x Business and Bubbles	1 x Awards Gala Ball						
General	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 |