

PWDA Guide for Nominees 2024

The Board of Directors of People with Disability Australia (PWDA) is the voice of our members. The Board's job is to speak with and for people with disability, set strategic direction and to govern the organisation.

PWDA is a large organisation with many staff and responsibilities. Our work includes advocacy, representation and implementing projects. We also raise awareness, including through the media, about issues facing people with different kinds of disability across Australia.

People with all kinds of disabilities and from diverse backgrounds are encouraged to submit nominations. The PWDA Board especially encourages people with intellectual disability, Aboriginal and Torres Strait Islander people, LGBTIQ+ people, and people from culturally and linguistically diverse backgrounds to submit nominations. As a national organisation we encourage nominees from all states and territories.

This year PWDA encourages people with experience managing risks, money and/or budgets, and/or experience in governance or leadership roles (both formal and informal) to apply.

About Being a Director

The role of a Director of the Board of PWDA includes responsibilities like setting the strategic direction of the organisation, ensuring PWDA is well governed, making sure you are aware of policy issues which affect people with disability, and volunteering your time and expertise for PWDA.

You can read more about this in the **PWDA Director Job Description**.

There are also policies and procedures that Directors are expected to understand and follow.

Any member of PWDA can apply to be a Director of the Board and needs to know these things:

- If you are a Director of the PWDA Board you will be volunteering your time and do not get paid to do Board work.
- The costs for support that you may require to do your work as a Director of the PWDA Board will be paid for by PWDA. This can include things like an interpreter, an attendant to assist with personal care, or a support person to go through your papers with you.
- Board meetings are scheduled approximately every four (4) weeks.
- Board meetings may be held either face-to-face, or by videoconference or using other technology.
- Board meetings are usually held on a Thursday from 6:00pm to 8.00pm AEST or by arrangement of the Board. Your food, travel and accommodation will be provided for face-to-face meetings.
- The Constitutions Act says that if you are an undischarged bankrupt, you cannot be a Director of a company. Please let us know if you have questions about this.
- We will ask you to apply for a Director Identification Number before you are appointed as a Director of the PWDA Board. If you already have a Director Identification Number, you will have the opportunity to provide this with your nomination.
- To assess your eligibility as a candidate for the election of Directors of the PWDA Board we will ask you to complete the following checks. PWDA will support you in this process.
 - i. ASIC Banned and Disqualified Register
 - ii. ACNC Disqualified Persons Register
 - iii. Bankruptcy Register Search
 - iv. National Police Clearance
 - v. Working with Children's Check (WWCC)
 - vi. Reference checks

The outcome of these checks will determine your eligibility to be appointed as a Director of the PWDA Board.

- You will be reimbursed by PWDA for any costs associated with these checks.
- We recognise that some people with disability have lived experience in the justice system and we value this. If you think you would have difficulties with a successful National Police Clearance, please contact our CEO for a confidential chat to talk about this. You can do this by contacting PWDA.

About The Nomination Process

- **Nominations close at 5pm AEST on Thursday 29 August 2024.**
- Late nominations cannot be accepted. If you are submitting nominations by post, PWDA will not be held responsible for any nominations sent by post that are delayed due to circumstances beyond PWDA's control. If you wish to ensure PWDA receives your nomination by the closing date please consider using registered and/or express mail.
- You can nominate yourself or someone else for the position of Director.
- Every nomination must be seconded by one other PWDA member. Seconders may be contacted by PWDA to verify information provided in the Director Nomination Form. Please contact us if you have questions about this process. If you are unable to have a member second you, please provide two references and ensure we have your phone contact details. .

Every nomination must include the names and contact details of two (2) referees. It is important nominees carefully consider who can best support and verify the information they provide in the Director Nomination Form. Nominees should consider the selection criteria and their referee's understanding of their knowledge, skills, and experience. Note, your seconder can be one of your two references.

- Only Individual Members of PWDA who have voting rights can stand for the position of Director. If you are not sure about this, please contact PWDA.

- Organisational members can nominate an eligible individual for election for Director.
- Individual and Organisational members can sign/second nomination forms.
- Please make sure that all the people who need to fill in, sign and provide contact details to support your nomination have done so before you submit your form.
- A nomination cannot be accepted from a person who is not a voting member of PWDA, nor can a nomination form be accepted which is signed by someone who is not a voting member of PWDA. PWDA will check that everyone who nominates for the position of Director, or anyone who signs a nomination form, is a voting member of PWDA.
- Please submit your nomination using the online nomination form OR return your completed nomination form to pwd@pwd.org.au OR post to PWDA, PO Box 666, Strawberry Hills, NSW, 2012.
- If you are unable to complete the nomination form in writing and require an adjustment to be made, PWDA's Constitution allows us to accept alternative formats. You must contact PWDA about your requirements to arrange this before nominations close.
- If you would like to find out if your membership status is current or wish to nominate and are not sure who else is a member who can propose or second you, then please contact PWDA.
- If you need any other help with nominating yourself or another person, please contact PWDA and request assistance.

About The Election Process

- After the closing date for nominations has passed, all nominations will be collated, and the PWDA Board of Directors will review the nominations.
- The Board of Directors will approve and select nominees who meet the selection and eligibility criteria as outlined in the Director nomination form, our Constitution and policies and procedures. Please note not all eligible nominees may proceed to the election process.

- If the number of successful nominees is more than the number of vacancies available on the Board, then the Board of Directors will put the selected nominees forward for an election process. PWDA members will then be given the opportunity to vote on the nominee they think is most suitable. Relevant communications about any election will be sent to all PWDA members.
- The Returning Officer, **Freyja Tasci** of GoVote, has been appointed by the Board of PWDA to manage the election process.
- When the election period has concluded, all votes will be counted and recorded by the Returning Officer. The nominees who have received the most number of votes will be put forward to the AGM for appointment by the members in attendance.
- To ensure the integrity of the election process, PWDA membership will 'close' at midnight on Thursday 15 August 2024 and will remain closed until the Annual General Meeting has been completed on Thursday 14 November 2024. If you have any questions about this process or your membership contact PWDA.

Completing The Nomination Form

All nominees need to complete a nomination form which includes:

- Nominee contact details
- Proposer contact details (this can be yourself if you are a member)
- Seconder contact details
- Referee contact details
- Questions about the nominee's background, skill set and interest in being a Director
- Nominee photo
- Nominee candidate statement
- Nominee declaration

Selection Criteria

Only eligible candidates will proceed to the Director election. The PWDA Board decide whose nomination is successful using the following selection criteria. This helps the Board ensure only eligible candidates proceed to the Director election and successful nominees have the necessary skills and experience to be a Director of the PWDA Board.

The selection criteria is:

- Lived experience of disability.
- A strong understanding of disability rights and issues and how they affect people differently.
- Experience managing risks, money and/or budgets.
- Experience in governance or leadership roles (both formal and informal).
- Experience working to protect and promote the rights of people with disability.
- Connections to other people or organisations in the disability sector and community.
- Connections to diverse communities including Aboriginal and Torres Strait Islander people, culturally and linguistically diverse, or LGBTIQ+ communities.
- No perceived conflicts of interests that would prevent the nominee from performing the role of Director of the PWDA Board.
- The results of required checks indicate the candidate is eligible to be a Director of the PWDA Board.

Contact Us

- Email | pwd@pwd.org.au
- Toll Free | 1800 422 015