

PWDA Guide for Nominees 2025

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, LGBTQIA+ 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 in Governance and Compliance, Financial Management (including formal accounting qualifications), Fundraising, Grants and Sustainability, and/or previous Board experience or leadership roles.

About Being a Director of the PWDA Board (PWDA Director)

The key responsibilities of a PWDA Director are to:

- Set the strategic direction of PWDA to align with its vision, mission and values.
- Ensure the organisation is well governed, financially sustainable and complies with legal and ethical obligations.
- Adhere to all PWDA Policies and Procedures.
- Stay informed about policy issues affecting people with disability.

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

PWDA Directors are expected to understand and follow the PWDA Constitution and any additional PWDA policies and procedures.

Important Information for nominees

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

- If you are a PWDA Director, you will be volunteering your time and do not get paid to do Board work.
- Being a PWDA Director involves a significant time commitment and nominees must be willing to volunteer their time and expertise to support PWDA's work and represent its members.
- The costs for support you may require doing your work as a PWDA Director 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.
- PWDA also contributes to professional development for any PWDA Directors to fulfill the inherent requirements of their role.
- PWDA Directors may also be required to assist in Board Advisory Groups, Working Groups or Board Sub-Committees. Advisory groups are usually held monthly.
- The President and Treasurer are also required to attend Finance and Risk Committee Meetings. These are usually held bi-monthly on Mondays, from 6pm to 8pm AEST. Other interested Directors are encouraged to attend.
- Directors are required to attend compulsory Board Induction and training sessions.

- The Corporations 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 provide photo identification. Having photo identification or ID is a requirement of PWDA Directors. If you don't have photo identification you will need to get this before your nomination. In each state or territory of Australia, it is possible to obtain photo identification. You can read more about this the **PWDA Resource *How to access photo identification in Australian States and Territories***.
- We will ask you to apply for a Director Identification Number before you are appointed as a PWDA Director. If you already have a Director Identification Number, you will have the opportunity to provide this with your nomination. You can access information and apply for a Director Identification Number online on the Australian Business Register Services website <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>
- 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 prior to standing for Election. 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.

- These costs will be covered by PWDA.
- We recognise 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.

- Nominees must not have any current criminal proceedings.

About The Nomination Process

- **Nominations close on Thursday 14 August 2025 at 5:00pm AEST.**
- 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 PWDA 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, you **MUST** provide two (2) 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 current 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 PWDA Director.
- Individual and Organisational members can sign/second nomination forms.

- Please make sure 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. 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 and Nominations Sub-Committee will review the nominations.
- The PWDA Board and Nominations Sub-Committee will approve and select nominees who meet the selection and eligibility criteria as outlined in the Director Nomination Guide and Form, our Constitution and policies and procedures. Please note not all eligible nominees may proceed to the election process.
- The PWDA Board and Nominations Sub-Committee may conduct interviews with eligible candidates between Friday 15 August - Thursday 11 September 2025.
- 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 greatest number of votes will be put forward to the AGM for appointment by the members in attendance.
- The Board may consider unsuccessful nominees for Board Appointed Directors or Casual Appointments if a nominee has a specific skillset or represents a diversity cohort unrepresented on the Board.
- To ensure the integrity of the election process, PWDA membership will 'close' at midnight on Thursday 7 August 2025 and will remain closed until the Annual General Meeting concludes on Thursday 13 November 2025.
- 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 PWDA Director
- Nominee photo
- Nominee candidate statement

- Nominee declaration.

Selection Criteria

Only eligible candidates will proceed to the Director election. The PWDA Board and Nominations Sub-Committee 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 PWDA Director.

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 LGBTQIA+ 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 for election to be a Director of the PWDA Board.

Contact Us

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