

# PWDA Guide for Board Director Nominations 2026

## Purpose of this guide

This Guide for Board Director Nominations explains what people need to know before they consider nominating to become a Member Elected Director of People with Disability Australia (PWDA) or accepting a nomination from their peers.

This year, PWDA is working to make the nominations process clearer, more accessible and more transparent. We have heard feedback that members want to better understand the Board Director role, the nomination process and how nominees are assessed.

PWDA wants members to understand what Board service involves, feel confident that the nomination process is clear and accessible, and consider nominating for the PWDA Board if they would like to help guide PWDA's future through board governance and strategy.

This Guide explains the role of a PWDA Board Director, who is eligible to nominate, the nominations process, the selection criteria, how nominations are assessed and how the Director election process works.

## About People with Disability Australia

People with Disability Australia (PWDA) is a national disability rights, advocacy and representative organisation made up of, and led by, people with disability.

We strive for the realisation of our vision of a socially just, accessible, and inclusive community, in which the human rights, belonging, contribution, potential and diversity of all people with disability are recognised, respected and celebrated with pride.

PWDA is governed by a Board of Directors. The Board is responsible for the strategic direction, governance and financial sustainability of the organisation.

## About the PWDA Board

The Board of Directors is responsible for:

- Setting the strategic direction of PWDA
- Ensuring the organisation is well governed
- Ensuring the organisation is financially sustainable
- Making sure PWDA complies with legal and regulatory requirements
- Representing the interests of PWDA members
- Supporting the long-term future of the organisation.

**PWDA Directors are volunteers.** Directors are not paid for their Board role, but reasonable travel and support costs are covered.

**Explainer - What the PWDA Board does and does not do:** The PWDA Board sets the direction for PWDA as an organisation. It oversees governance, financial sustainability, legal compliance and accountability to members. Directors work together as a collective Board and make decisions through agreed Board processes.

The Board does **not** manage PWDA's day-to-day operations. Individual Directors do not direct staff, make operational decisions, or speak publicly on behalf of PWDA unless they have been authorised to do so. Directors may bring experience and community knowledge to the Board, but their role as Directors is to use that experience within PWDA's collective governance processes.

## What does a PWDA Board Director do?

Being a Director is a governance role. Directors are legally responsible for the governance of the organisation.

Much of the work of the PWDA Board happens through preparation, meetings, committees, decision-making and oversight. It may not always be visible to members, but it is essential to PWDA's accountability, future and impact.

Directors are expected to:

- Attend Board meetings (approximately every 4 weeks)
- Read Board papers and prepare for meetings
- Participate in strategic planning and governance decisions
- Participate in Board committees or working groups if required
- Act in the best interests of PWDA at all times
- Follow the PWDA Constitution, policies and procedures
- Understand issues affecting people with disability
- Represent PWDA appropriately.

Board meetings are usually held monthly, in the evening and may be online or face-to-face.

## Legal and Charity Governance Responsibilities of Directors

PWDA is a company limited by guarantee and a registered charity. Directors have legal and governance responsibilities under the PWDA Constitution, Australian charity regulations and governance requirements, the Corporations Act and general law.

Directors must:

- Act in good faith and in the best interests of PWDA
- Act with care and diligence
- Not misuse their position
- Declare conflicts of interest
- Act honestly and fairly in the best interests of PWDA and for its charitable purposes
- Not misuse information obtained as a Director
- Ensure PWDA's financial affairs are managed responsibly
- Comply with Australian Charities and Not-for-profits Commission (ACNC) Governance Standards applying to responsible people
- Make sure PWDA can pay its debts
- Make sure financial records are kept properly
- Participate in Board decision making
- Stay informed about the organisation's activities and finances.

Directors can face legal consequences if they do not meet these responsibilities.

Because of this, PWDA Directors must complete background and eligibility checks before being appointed.

### **Board capability and lived experience**

PWDA is a disability rights, advocacy and representative organisation made up of, and led by, people with disability. Lived experience of disability is central to PWDA's identity, purpose and governance.

The PWDA Board values the lived experiences of people with disability as a core form of expertise.

The PWDA Board also has legal and governance responsibilities for a national organisation and registered charity. This means the Board needs a mix of skills, knowledge and experience across the whole Board. This may include experience in disability rights, advocacy, community leadership, governance, strategy, finance, risk, compliance, policy, communications, organisational leadership and working with diverse communities.

PWDA recognises in our approach that people with disability may not have had equal access to formal governance opportunities.

Nominees do not need to have all of these skills. The purpose of the nominations process is to understand what each nominee brings, how their experience could contribute to the Board, and how the overall mix of Directors can support PWDA's governance, accountability and legislative requirements.

This means PWDA values the lived experience, community knowledge and disability rights expertise that nominees bring; and the governance, financial, strategic and organisational skills needed to oversee PWDA as a national organisation.

A strong Board needs both.

## Who can become a PWDA Director (eligibility)

. To be eligible to stand for election as a **Member Elected Director**, you must:

- Be an **Individual Member of PWDA**
- Be 18 years of age or older and be a resident of Australia
- Be nominated by **two (2) PWDA members** (you can nominate yourself as one of the two)
- Not have been an employee of PWDA in the last 12 months
- Demonstrate knowledge, skills or experience relevant to their role on the board
- Be committed to the purpose and activities of the board
- Meet the legal requirements to be a company director

- Provide photo identification. You can find information on how to obtain photo identification here: [PWDA Resource How to access photo identification in Australian States and Territories](#)
- Complete required background and eligibility checks
- Provide two (2) references. A referee does not have to be a PWDA member
- Complete all required nomination documentation and ensure it is received by PWDA by the deadline.

You **cannot** be a Director if:

- You are bankrupt
- You are disqualified from managing corporations
- You have certain criminal convictions, are subject to relevant criminal proceedings, are disqualified by a court or regulator, are currently bankrupt or subject to a personal insolvency agreement, or are otherwise disqualified from managing a corporation or acting as a responsible person of a charity
- You do not complete required checks
- You do not provide required documents.

**If you do not meet the eligibility requirements or do not complete the required checks, your nomination cannot proceed.**

## Director terms

- Member Elected Directors are elected for two (2) year terms
- A Director cannot hold office for more than four (4) consecutive years unless members approve this by special resolution.

Directors must resign if they:

- Become bankrupt
- Are convicted of an indictable offence
- Miss more than 3 Board meetings in 6 months without approval

- No longer meet eligibility requirements.

## The nomination process

**Nominations open on Wednesday 1 July and close on Monday 20 July at 5:00pm AEST.**

To protect the integrity of the election process, only members recorded as current members by **midnight on Friday 10 July 2026** will be eligible to participate in the 2026 Board election and AGM voting process.

You must submit your nomination using the online nomination form OR return your completed nomination form to [pwd@pwd.org.au](mailto:pwd@pwd.org.au) OR post to PWDA, PO Box 666, Strawberry Hills, NSW, 2012.

**Late or incomplete nominations cannot be accepted.**

### **Explainer: Nominations Pathways**

There are two nominations pathways:

- 1) **Nomination by another member:** This is when two (2) members nominate another third member (the nominee). The first nomination is from the “proposer”, and the second nomination is from a “seconder”.
- 2) **Self-Nomination:** This is where a member nominates themselves. Self-nomination counts as one nominator. Self-Nomination must also be endorsed by a “seconder”. The seconder is the nomination from another member.

In other words, if a member nominates themselves (self-nomination) they must also have support from a second member (a seconder).

To nominate for the PWDA Board, you must submit a nomination form that includes:

- Nominee contact details
- Proposer contact details. This is only required if the PWDA member is not nominating themselves.
- Seconder contact details information. This is the PWDA member who is endorsing the nomination.
- Contact details for two (2) Referees. Referees must not be a proposer or seconder on the nomination. These do not have to be PWDA members.
- Candidate statement

- Nominee photo
- Nominee photo identification
- Nominee declaration, including confirmation that the nominee consents to being nominated, understands the role and duties of a Director, is not aware of any matter that would make them ineligible, and agrees to notify PWDA if their circumstances change.
- Director Identification Number if you have one. **You will need to provide or obtain a Director ID number to meet the eligibility requirements. We can support you in this process.** 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>
- Working with Children's Check (WWCC) details if you have one. You can access information on how to apply for a WWCC on the Australian Criminal Intelligence Commissions website. <https://www.acic.gov.au/working-children-checks> **You will need to provide or obtain a WWCC to meet the eligibility requirements. We can support you in this process.**
- Any other information requested in the nomination form.

Every nomination must:

- Be submitted before the closing date
- Include a proposer, if the PWDA member nominee is not nominating themselves (self-nominating).
- Include a seconder
- Include two referees
- Include all required documents
- Be submitted using the online form, email or post. 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.

- Before a person can be appointed as a PWDA Director, they must give PWDA written and signed consent to act as a Director. This consent may be included in the nomination declaration or completed separately before appointment.

### **Support to complete a nomination**

- PWDA is committed to providing accessible formats, phone support and interpreting options (subject to availability).
- 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. Please contact PWDA as early as possible if you need support and alternative format for your nomination. To help us arrange support, we encourage you to contact us by no later than seven (7) days before nominations close.
- If you need any other help with nominating yourself or another person, please contact PWDA and request assistance.

### **Important information for nominees**

- 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 your nomination, then please contact PWDA.
- If you are a PWDA Board Director, you will be volunteering your time and do not get paid to do PWDA Board work.
- Being a PWDA Board 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.
- PWDA will make reasonable adjustments and provide reasonable support to enable Directors to participate in Board work, consistent with PWDA policies and available resources. This may include support to access papers, participate in meetings, communicate, travel or attend in person where required.
- 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 (Sydney time) or by arrangement of the Board. Your food, travel and accommodation will be paid for by PWDA for face-to-face meetings.
- PWDA may also contribute to professional development to support PWDA Board Directors to fulfill the requirements of their role.
- PWDA Board 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 6:00pm to 8:00pm (Sydney time).
- Directors are required to attend compulsory Board induction and training sessions.

## What happens after you submit your completed nomination form?

Meeting the legal and constitutional eligibility requirements means a nomination can be considered. It does not automatically mean that a nomination will proceed to election.

The PWDA Board and Nominations Working Group will assess eligible nominees against the selection criteria. The criteria are designed to consider lived experience, disability rights knowledge, values, Board capability, conflicts of interest and the overall needs of the Board.

The purpose of this process is not to require every nominee to already have every skill needed for Board service. It is to understand what each nominee brings and whether they can contribute to the responsibilities of the Board.

### Assessing eligibility

To determine your eligibility as a candidate for the election of Directors of the PWDA Board, we will ask you to complete the following checks. PWDA can support you in this process.

1. Apply for or provide a Director ID number
2. Apply for or provide a Working with Children's Check (WWCC)

3. Complete a National Police Clearance

PWDA will also conduct the following checks.

1. ASIC Banned and Disqualified Register
2. ACNC Disqualified Persons Register
3. Bankruptcy Register Search
4. Reference checks

The outcome of these checks will determine your eligibility to be appointed as a PWDA Board Director. You will not be able to proceed with your nomination or appointment if you do not complete the required checks. The 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 Acting CEO for a confidential chat to talk about this. You can do this by contacting PWDA.

Personal information, identity documents, referee information and check results will be collected, used and stored in accordance with PWDA's Privacy Policy and applicable law.

If you have any questions about the Eligibility Requirements, please contact PWDA.

## Selection criteria

All nominations are reviewed by the PWDA Board with the Nominations Working Group to confirm eligibility and assess nominees against selection criteria that reflect PWDA's commitment to lived experience, inclusive governance and the skills needed for effective Board oversight.

1. The Nominations Working Group, under authority delegated by the PWDA Board, will review nominations and determine or recommend which nominees meet the eligibility and selection criteria and may proceed to election.
2. This helps the Board ensure only eligible candidates proceed to the Director election and successful nominees meet the legal requirements and have the necessary skills and experience to be a PWDA Director.
3. Meeting the legal and constitutional eligibility requirements means your nomination can be considered. It does not guarantee that your nomination will proceed to

election. The Board and Nominations Working Group will also consider the selection criteria, Board composition needs, conflicts of interest, required checks and the number of vacancies.

**The PWDA Board and Nominations Working Group use the following selection criteria to decide whose nomination is successful to proceed to the Director election:**

**The PWDA Board and Nominations Working Group may consider:**

### **Lived experience and disability rights**

- lived experience of disability
- understanding and experience of disability rights and issues
- connection to and understanding that people with disability are a diverse community and bring different experiences, including because of race, culture, gender, sexuality, age, type of disability or other life circumstances
- connection with disability community, advocacy, peer work or community leadership.

### **Values and collective governance**

- commitment to PWDA's purpose and the rights of people with disability
- ability to work respectfully and constructively with others
- willingness to listen to different perspectives
- commitment to collective decision-making
- ability to contribute to a safe, inclusive and respectful Board culture.

### **Board capability and governance**

- knowledge, skills or experience that can contribute to PWDA Board responsibilities
- experience in governance, leadership, strategy, risk, finance, budgets, policy, advocacy, communications, community accountability or organisational decision-making

- ability or willingness to understand Board papers, financial reports, legal duties and governance processes
- willingness to participate in induction, mentoring, training and professional development where needed.

## Conflicts, eligibility and checks

- ability to meet legal and constitutional requirements
- disclosure of any actual, potential or perceived conflicts of interest
- ability to manage conflicts appropriately if they arise
- completion of required compliance checks.

## Shortlisting process

- The PWDA Board and Nominations Working Group may conduct interviews with eligible candidates between Monday 6 July 2026 – Wednesday 6 August 2026.
- As part of the assessment process, PWDA may ask nominees why they want to join the Board, how they understand the role of a Director, and how they would contribute to PWDA's governance, values and purpose.
- 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.

## About the election process

If an election is required:

- PWDA members will be given the opportunity to vote.
- Relevant communications about any election will be sent to all PWDA members.
- The Returning Officer, Freyja Tasci of GoVote, has been appointed by the PWDA Board to manage the election process.
- When the election period has concluded, all votes will be counted and recorded by the Returning Officer.
- Successful candidates will be identified in accordance with election process and confirmed at the AGM.

To protect the integrity of the election process, only members recorded as current members by midnight on Friday 10 July 2026 will be eligible to participate in the 2026 Board election and AGM voting process.

The Board may, where appropriate and consistent with the PWDA Constitution, consider whether unsuccessful nominees could be suitable for a future Board Appointed Director position, committee, advisory group or other member engagement opportunity. In such instances different eligibility and appointment requirements may apply.

## Support and induction of successful nominees

While the PWDA Board seeks skills and experience in areas that help it to deliver on its governance, legal and financial responsibilities, the Board also aims to be inclusive of members with less formal or professional experience. To support this, the Board will explore activities such as Board induction, mentoring, capability-building, and ongoing development, where possible.

The PWDA Board will support successful nominees to understand and perform their role as Directors. This may include:

- Board induction, orientation and governance training;

- mentoring or buddying with an experienced Director;
- support to understand Board papers, financial reports and meeting processes;
- orientation to Board committees and advisory groups; and
- reasonable adjustments and access support to participate in Board work.

## Pathways beyond election

Not every nominee will proceed to election or be elected to the Board. This does not mean their experience or contribution is not valued. Where appropriate, PWDA may invite nominees to consider other opportunities, such as advisory groups, committees, working groups, member engagement activities, future nominations or development pathways. These opportunities may help members contribute to PWDA's work and build experience for future Board service.

## Contact us

If you have any questions about the election process or your membership, contact PWDA.

- Email | [pwd@pwd.org.au](mailto:pwd@pwd.org.au)
- Toll Free | 1800 422 015