

Pembroke School

School Board Member

Candidate Nomination Form



Pembroke

Service is a core value at Pembroke and our Board provides community members an opportunity to serve and shape the future of Pembroke School. Board Members role model the spirit of volunteerism that creates thriving communities, and our School relies on the time and expertise of our volunteers.

Persons interested in serving on the Pembroke School Board are asked to read and complete this form, including their nomination by a current Association member. Please return the completed form together with a recent one or two page governance resume including contact details for two referees, to the Nominations Committee care of the Board Secretary via governance@pembroke.sa.edu.au.

Nominations for elected Board members at the May Annual General Meeting must be received **no later than the first Friday in February** each year. All nominations received will be treated in the strictest confidence.

Board Structure

Under the Pembroke School Inc Constitution, the Board consists of between eight (8) and twelve (12) persons. This includes three (3) members appointed by the School Board and the Principal as an ex-officio non-voting member. The remaining three (3) to seven (7) persons are elected by the Members at an Annual General Meeting of the Association with the Board determining the actual number of elected Board Members.

Of the elected Board members ideally:

- two (2) persons are and remain members of the Pembroke Parents' and Friends' Association, and
- two (2) persons are and remain members of Pembroke Old Scholars Association Incorporated (ABN 83 952 959 053).

Commitment Required

All governance roles are honorary. Board members are required to:

- attend and actively participate in Board meetings and workshops. These comprise eight scheduled Monday evening meetings, two Saturday morning workshops and two single purposed meetings that are held if required
- serve on a Committee appointed by the Board, other Committee and/or be willing to assist on particular projects and initiatives at the request of the Chair
- attend key School events and functions.

Nomination Process

Nominations of candidates for election as Elected Board Members as set out in the Constitution are:

- (a) must be made in writing, signed by one (1) Association Member and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and
- (b) must be delivered to the Secretary at least three (3) Months before the date fixed for the holding of the Annual General Meeting at which the election is to take place.

The Nominations Committee is a committee of the Board established as under the Constitution for the purpose of assisting and advising the Board in fulfilling their responsibilities on matters relating to the composition and effective operation of the Board. This includes seeking and receiving nominations from candidates for election as Elected Board Members and making recommendations to the Board regarding those candidates.

In making recommendations to the Board the Nominations Committee seeks to achieve an appropriate balance of skills, knowledge, experience, independence and diversity on the Board. Prior experience serving on a Board or as a Board Chair is always highly valued.

All nominations received will be acknowledged. Candidates may be invited to an interview with the Chair the Board.

Notice of all candidates for election as Elected Board Members will be given to Members with the Notice of Annual General Meeting. The Annual General Meeting is held in May.

Following the election of Board Members, any vacant Elected Board Member positions remaining on the Board will be taken to be casual vacancies.

Personal Details

Given name(s)		Surname	
Residential address			
Suburb		State	Postcode
Telephone numbers – please select preferred			
Mobile: ☐		Business ☐	After hours: ☐
Email address:			

Connection to Pembroke School

Current Parent	☐	Please provide details
Past Parent	☐	
Old Scholar	☐	
Other	☐	

Board Member Nomination by an Association Member

Association members comprise:

- (a) Board Members for the term of their appointment;
- (b) past Board Members (excluding any ex officio Board Members) for a term of three (3) years from the cessation of their appointment;
- (c) current members of Board committees established in accordance with clause 38 (*Delegation by Board*) and clause 39 (*Nominations Committee*), for the term of their appointment;
- (d) the current presidents of the Pembroke Old Scholars Association and Pembroke Parents' and Friends Association for the term of their appointment and the respective immediate past presidents for a two (2) year term
- (e) from the cessation of their appointment; and
- (f) Life Members.

I (**Member Name**): _____ being a Member of the Association hereby nominate (**Candidate Name**): _____ as a candidate for election as an Elected Board Member an Annual General Meeting of members of Pembroke School Incorporated.

Member signature

Date

Board Member Candidate Written Consent and Declaration

The information I have supplied for my Board Member Candidate Nomination is true and correct.

I understand that in being nominated, I am committing to:

- supplying or obtaining a valid South Australian, Working with Children Check
- completing Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) Fundamentals Training
- being a candidate for election at the Annual General Meeting.

Candidate signature

Date