



## Nomination for The Compassionate Friends QLD Board of Management for 2023/24

**Annual General Meeting will be held on Monday September 25<sup>th</sup>, 2023, at 6:30pm.**

I wish to nominate for a position on The Compassionate Friend Queensland (TCFQ) Board of Management (the Board) for the 2022/23 year.

Name:		DOB: ____/____/____
Address:		
Email:		Phone:
Signature:		Date: ____/____/____

I am a current financial member and would like to nominate for the TCFQ Board in the position of:

- ☐ President (available)
- ☐ Vice-President (available)
- ☐ Secretary (available)
- ☐ Treasurer (available)
- ☐ General Member (3 positions available)

**Proposed by:** (must be a current financial member – can be the nominee)

Name:		
Address:		
Email:		Phone:
Signature:		Date: ____/____/____

**Seconded by:** (must be a current financial member)

Name:		
Address:		
Email:		Phone:
Signature:		Date: ____/____/____

Please ensure you include the below with your nomination:

- ☐ a completed and signed nomination form
- ☐ a completed and signed consent to act form
- ☐ for new nominees - a recent photograph (no sunglasses please)

**All nominations must be received by the Returns Officer via email to [secretary@tcfqld.org.au](mailto:secretary@tcfqld.org.au) or posted to Shop 4/970 Logan Road, Holland Park QLD 4121, no later than 5pm Friday September 22nd, 2023.**



## Consent to Act as a member of the TCFQ Board

If successfully voted into a position on the TCFQ Board, I (name and signature below), accept the role and agree to carry out the duties and responsibilities of a member of the Board as summarised below (please sign to confirm your understanding and acceptance).

I will listen to other Board Members and work as part of a team with collective responsibility for TCFQ.
I will assist in the development and implementation of the Strategic Plan to provide a clear direction of the long-term goals and objectives of TCFQ.
I will attend all scheduled and extraordinary meetings of the Board. If unable to attend a meeting I will give the maximum notice possible.
I will participate and contribute constructively in Board meetings.
I will keep myself informed about TCFQ's purpose and business and will act in the best interests of TCFQ.
I will act only as a spokesperson for TCFQ when requested by the Board.
I will act with reasonable care and diligence in my duties as a member of the Board.
I will act honestly and fairly in the best interests of TCFQ and for its charitable purposes.
I will not misuse my position or information I gain as a member of the Board. All information involving members, shared in meetings or conversations shall be kept strictly confidential and not made public.
I will disclose any interests I hold that may conflict with my duties as a member of the Board.
I will ensure that the financial affairs of TCFQ are managed responsibly and will keep myself informed of TCFQ's financial position and be familiar with its financial statements.
I will abide by the TCFQ Constitution and am aware that I can be requested to stand down if I fail to attend meetings, and/or behave in a manner contrary to the rules and/or ethos of TCFQ
In the event I resign, I agree to give 1 months' notice in writing to the Secretary of the Board.
I agree to accept the decisions reached by the Board by majority vote and will support them in my words and actions.
I consent to my photograph and name being uploaded to the website to be displayed as a current member of the Board.
I will remain a financial member of TCFQ during my term as a member of the Board.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_