

Indigenous Remote Communications Association Board of Directors Nomination Form



Important Information about making a nomination

If your organisation is already approved as an Ordinary Member:

- **Two Ordinary Members are required to sign** the nomination. The *Representatives* of the relevant Ordinary Members, as advised to IRCA, are to be the signatories.
- **The Nominee is also to sign** to indicate his/her acceptance of the nomination. The Nominee can be the Representative of one of the nominating Ordinary Members.
- Ordinary Members are listed in the Nominations Information Guide.

If your organisation is currently seeking Ordinary Membership:

- An IRCA Board of Directors meeting will be held on or about 24 April 2017 at which any additional applications for Ordinary Membership will be considered by the Board for approval.
- Any Board of Director Nominations from organisations make an Ordinary Membership application to the April Board meeting will be accepted by IRCA as **Conditional** on the outcomes of the Board meeting.
- No applications for Ordinary Membership can be considered outside of formal Board Meetings. The next Board Meeting following the April 2017 meeting will be held **after** the Special General Meeting on 24 May 2017 at which the election of Directors will take place.

Key dates

- Nominations **OPEN** on **10 April 2017** and are to be submitted using the **IRCA Board of Directors Nomination Form**.
- Nominations **CLOSE** at 5pm Central Standard Time on **26 April 2017**
- The list of nominees is provided to Ordinary and Associate members on **3 May 2017**
- Voting by Ordinary Members takes place at the Special General Meeting on **24 May 2017**.

Ordinary and Associate Membership Application Approval

- IRCA Board Meeting on or before **24 April 2017** will consider approval of latest applications for membership.

Completing the Nomination Form

There are three parts to the nomination form:

- Part 1** Nominee name and signature.
- Part 2** Ordinary Member nomination details and signatures.
- Part 3** Nominee skills, experience, attributes and other information to support the nomination.

All parts need to be completed for a nomination to be accepted. For more information, please read the IRCA Board of Directors Nomination Information Guide.

To streamline the Seconding process, the Seconding documentation may be provided separately using the *Board of Directors Nomination Seconding Form* where timeliness for submission is an issue. If the separate Seconding Form is used, both Nomination forms must be received by IRCA by the closing time and date in order for a Nomination to be accepted.

NOMINATIONS ARE TO BE SUBMITTED TO IRCA BY CLOSE OF BUSINESS (CST) 26 APRIL 2017. SUBMISSION DETAILS ARE PROVIDED AT THE END OF PART 3 OF THIS FORM.

IRCA Board of Directors Nomination Form

NOMINATION FOR IRCA DIRECTOR PART 1: NOMINEE DETAILS

NOMINEE				
Name of Nominee				
Status of Nominee (please place an X against the relevant response)		Ordinary Member Representative		Associate Member
CONTACT DETAILS FOR NOMINEE				
Organisation (if relevant)				
Address				
Email address				
Phone number				
ACCEPTANCES AND AGREEMENT				
I accept the nomination for the position of Director of IRCA and in accepting declare that I have not been disqualified from managing a corporation under Part 6-5 of the CATSI Act.				
I accept the IRCA Membership policies set out on the IRCA website at http://www.irca.net.au/membership and the provisions of the IRCA Constitution available at http://www.irca.net.au/publications/irca .				
I give my agreement to the publishing of my Nominee Profile in Part 3 on the IRCA website and via email to Ordinary and Associate members 21 days before prior to the General Meeting at which the election will take place.				
ACCEPTANCE OF NOMINATION				
Signature of nominee				
Date				

Please complete Parts 2 and 3 on the following pages before submitting to IRCA. *Parts 1 to 3 must be completed to be considered as a formal Nomination.*

NOMINATION FOR IRCA DIRECTOR PART 2: NOMINATOR AND SECONDER DETAILS

Name of person nominated	
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PRIMARY NOMINATOR (Nominations may only be made by Ordinary Members)

I nominate the person whose name appears above for the position of Director on the IRCA Board. *(Please add the primary nominator details in the following fields).*

Name of the Ordinary Member Representative making the nomination (the primary Nominator)	
Name of the Representative's organisation (the Ordinary Member)	
Contact email for the Representative (the primary Nominator)	
Contact phone number for the Representative (the primary Nominator)	
Signature of Ordinary Member Representative (the primary nominator)	
Date	

NOMINATION SECONDER (Nominations may only be made by Ordinary Members)

I second the nomination of the person whose name appears above for the position of Director on the IRCA Board. *(Please add the seconder details in the following fields)*

Name of the Ordinary Member Representative seconding the nomination (the Seconder)	
Name of the Ordinary Member's organisation	<i>Please note here if the Secondering details are to be provided separately by the named organisation</i>
Contact email for Seconder	
Contact phone number for Seconder	
Signature of Ordinary Member Representative (the seconding nominator)	
Date	

Please complete Part 3 on the next page before submitting to IRCA. *Parts 1 to 3 must be completed to be considered as a formal Nomination.*

**NOMINATION FOR IRCA DIRECTOR
PART 3: NOMINEE PROFILE**

Please provide responses to sections 3.1 to 3.4 inclusive.

3.1 Geographic location of nominee. Place an X against the appropriate location.									
Urban		Regional		Remote/Very remote					
3.2 Place an x against the state in which the nominee lives			ACT		NSW		NT		QLD (inc TSI)
			SA		TAS		VIC		WA
3.3 Does the nominee reside in Australia for most of the year? Place an x against the relevant selection.									
Yes		No							
3.4 Role of nominee									
Enter the current media or governance role of the nominee in their organisation									
Enter the approximate length of time the nominee has been involved in the sector.									

Please complete any or all of sections 3.5 to 3.7 relevant to the nominee. (Optional)

3.5 Nominee’s skills and experience (optional)

Place an X against one or more areas in which the Nominee has specific skills, experience and qualifications. See the Nomination Information Guide for further details.

	Language and culture		Member services
	Radio content development and sharing		Marketing & promotions
	Screen development		Business development
	Technology & convergence		Digital inclusion
	Training & employment		Policy & research
	Industry events		Legal & regulatory

Please continue to section 3.6

3.6 Nominee's industry skills and experience description (optional)

Please provide a brief description of the Nominee's work and roles relevant to Aboriginal and Torres Strait Islander broadcasting, media or communications.

Max 200 words

3.7 Nominee personal statement (optional)

Please provide any further information to support the nomination. For example, diversity information as relevant to the IRCA Constitution (see Clause 6.4), governance experience, cultural leadership, cultural representation, reasons for seeking a Director position, etc.

Max 200 words

Send the completed nomination form (email, fax or mail) to:

Jennifer Nixon
Contact Person, Indigenous Remote Communications Association
PO Box 2731
ALICE SPRINGS NT 0871
E asstmgr@irca.net.au Fax 08 8992 9669

Nominations must be received at IRCA by 5pm (Central Standard Time) 26 April 2017. No late nominations will be accepted. You may also wish to include a digital image file of a medium head shot of the nominee.