



Governing body nomination and profile form template

E/1.6.1.1

Governing body name: <insert>

Governing body information:

1. Board membership (governing document clause <XX>)
<Insert text>
2. Elected members' term (governing document clause <XX>)
<Insert text>
3. Chairperson ex-officio roles (governing document clause <XX>)
<Insert text>
4. Meetings (governing document clause <XX>)
<Insert text>
5. Remuneration <if applicable>
<Insert text>
6. Eligibility conditions (governing document clause <XX>)
<Insert text>
7. Disqualification/vacation of office (governing document clause <XX>)
<Insert text>

Nomination details

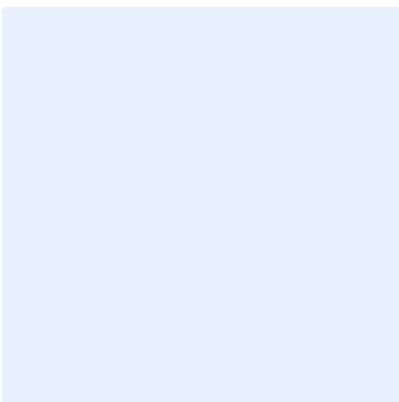
If insufficient space, please include the information in labelled and referenced attachments.



Applicant name:

<insert applicant name>

Photograph (please insert by clicking on the image)



Office of interest	<input type="checkbox"/> member <input type="checkbox"/> chairperson
Congregation	Click here to enter text
Presbytery	Click here to enter text
Current church involvement (includes non-Uniting Church denominations)	Click here to enter text
Current occupation	Click here to enter text
Current qualifications	Click here to enter text
Current directorships and committee positions	Click here to enter text
Previous occupation(s), positions held and church involvement (if relevant)	Click here to enter text
Potential conflicts (refer Conflicts Policy POL-0002)	Click here to enter text
Why I am interested in joining this board	Click here to enter text
Any other relevant information	Click here to enter text
Biography	Click here to enter text

Governing body skills, attributes and perspectives

Refer to the [Governing body skills, attributes and perspectives definitions](#) for how each of the following terms are defined and which elements are recommended for each governing body. Complete the experience level for each skill, attribute and perspective.

Mandatory general governance skills	Experience level
Theological understanding	Choose an item.
Corporate governance understanding and commitment	Choose an item.
Financial literacy	Choose an item.
Strategic thinking	Choose an item.
Critical reflection	Choose an item.

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Communication skills	Choose an item.
Specialist skills	Experience level
Specific and relevant industry knowledge, including Uniting Church ethos and polity	Choose an item.
Board experience	Choose an item.
Theological expertise	Choose an item.
Risk management	Choose an item.
Financial expertise	Choose an item.
Legal expertise	Choose an item.
Strategic planning	Choose an item.
Property expertise	Choose an item.
Education knowledge and expertise	Choose an item.
Attributes and attitudes	Experience level
Ability and experience to reflect theologically	Choose an item.
Capacity to devote necessary time	Choose an item.
Commitment to ongoing personal/professional development	Choose an item.
Emotional intelligence	Choose an item.
Curiosity	Choose an item.
Specialist perspectives	Experience level
First peoples	Choose an item.
Multi-cultural	Choose an item.
Youth and young adults	Choose an item.
Regional and remote	Choose an item.
Business/enterprise experience independent from the church	Choose an item.

Nominee affirmation

The Uniting Church in Australia, Queensland Synod is committed to upholding and articulating the ethos of the Uniting Church within its boards, committees and commissions, and supporting them as they seek to apply Uniting Church regulations and other governing documents.

Uniting Church policies including governance and discipline are grounded in an understanding of and commitment to the core values and beliefs of the Uniting Church in Australia.

Members of Synod boards, committees and commissions will continually strive to develop a culture that is underpinned by a value system based on love, social justice and compassion. Members are expected to ensure that policies and processes within the Synod boards, committees and commissions reflect the values of the Uniting Church and are consistent with any public positions taken by the Uniting Church.

Members of Synod boards, committees and commissions guide their behaviours as they work together, to achieve goals and be accountable for their actions through the Assembly's [Code of Conduct for Lay Leaders](#) and the following values:

- we will provide consistent, fair, courteous and timely service to the best of our individual and collective ability
- we will be loyal, diligent and accountable by taking responsibility for our actions
- we will show respect through trusting and treating each other with compassion, dignity and being inclusive

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- we will demonstrate integrity, by acting ethically, honestly and faithfully, valuing truthfulness and justice in all that we do

All individuals have a duty to the Uniting Church to act with honesty and integrity and promptly disclose any conflict they may have in the manner prescribed by the Uniting Church from time to time ([refer to the Conflict Policy POL-0002](#)). Generally, all individuals must:

- disclose all conflicts of which they are aware to the best of their knowledge; and
- if circumstances change over time, make further disclosures, to the relevant person in charge, and follow the related processes prescribed from time to time by the Uniting Church.

All individuals must:

- treat as confidential any personal or sensitive information acquired through their work or other involvement in the Church, other than as required by law or where proper authorisation is given.
- adhere to legal requirements, policies and all other lawful directives regarding the use of personal or sensitive information (refer [to Privacy Policy POL-0001](#)).
- use personal information only for the purpose stated or understood when the information is gathered

As a nominee to a Synod board, committee and/or commission, I make a commitment to respect, recognise and accept the validity of the doctrines of the Uniting Church in Australia. In the fulfilment of my responsibilities in the governance structure of the Uniting Church in Australia, I will not teach or counsel against the Basis of Union and subsequent doctrinal statements of the Assembly.

Privacy collection statement

We collect your personal information to enable us to further our mission, respond to your request and maintain contact with you. We may also collect sensitive information about you. You give us your explicit informed consent to our exchanging your information with any part of the Uniting Church in Australia, Queensland Synod and any third party service provider or professional advisor for these purposes, or purposes reasonably related to them and also for any other purpose you have consented to or as authorised by law. If you provide us with personal information about another person, please make sure that you tell that person about this privacy statement. Further information about what personal information and sensitive information is; as well as why and how we collect, hold, use and disclose it; and how you can access your personal information is available in our [Privacy Policy](#) which you can obtain from our website www.ucaqld.com.au.

Nominee declaration

I declare that I:

- accept nomination/apply for consideration for appointment to the <insert Board name>
- if an interview is required, am available to attend an interview (either in person or by teleconference) at a time to be agreed amongst all relevant parties
- agree to the terms of the nominee affirmation outlined above
- agree that, if appointed and if required, my personal details will be provided to the Australian Charities and Not-for-profits Commission (ACNC), or its successor
- agree that, if appointed, I will notify the Synod office of all changes to my personal details within 14 days by email to [<insert email>](#)
- am not disqualified from managing a corporation under the *Corporations Act 2001* (Cth), which includes that I am not an undischarged bankrupt
- have not been disqualified from being a responsible person by the ACNC Commissioner within the last 12 months



- (h) have not been convicted of an indictable offence against a law of Australia or a foreign country
- (i) agree that, if appointed, I will comply with the Regulations, all Queensland Synod By-laws, all Queensland Synod policies and processes, and all ongoing legislative, common law and equitable requirements, as they apply from time to time
- (j) agree that, if appointed, I am available to prepare for and can regularly attend meetings of the <insert Board name>
- (k) agree that, if appointed, my contact details will be used by the Synod office to provide me with relevant information and invitations
- (l) agree that, if appointed, the information collected as part of this nomination will be collected, stored and used in accordance with the privacy collection statement above.

Signature of nominee

Click here to enter a date.

Nominee contact details

The following information is requested but will be kept confidential and not circulated outside of the Synod office.

Email	Click here to enter text
Phone	Click here to enter text
Residential address	Click here to enter text
Postal address (if different to residential address)	Click here to enter text

Instructions

Return this completed form with the following:

- declaration signed and dated by nominee
- nominee contact details completed
- any additional information referred to in this nomination form, where there was insufficient space on the form, in labelled referenced attachments

Email <insert email>

Remuneration and Nomination Committee (RNC) recommendation

The RNC may make a recommendation about the nominee and provide information in support of the recommendation.

- | | |
|----------------|---|
| Recommendation | <input type="checkbox"/> Nominee supported
<input type="checkbox"/> Nominee not supported
<input type="checkbox"/> No recommendation made
<input type="checkbox"/> Other (please specify): |
|----------------|---|



Information to support
recommendation

Click here to enter text

Related documents

- [POL-0001 Privacy Policy](#)
- [POL-0002 Conflicts Policy](#)
- [E/1.6 Governance Recruitment and Selection Policy](#)
- [E/1.6.1 Governance Recruitment and Selection Procedure](#)
- [E/1.6.1.2 Governing Body Skills, Attributes and Perspectives Definitions](#)

Definitions

Term	Meaning
The Uniting Church in Australia, Queensland Synod (also called we or us or the Church)	Means the functions and activities of The Uniting Church in Australia: <ul style="list-style-type: none">• within and in relation to the bounds of the Queensland Synod; and• outside the bounds of the Queensland Synod (where managed by parts of the organisation located within the bounds of the Queensland Synod), under the <i>Uniting Church in Australia Act 1977 (Qld)</i> .

Revisions

Document number		E/1.6.1.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	25.06.2020	RNC Res 20.030	01.07.2020	People & Culture	Manager People & Culture
Next scheduled review		01.12.2021			