

AITD BOARD OF DIRECTORS NOMINATION FORM 2024

The Australian Institute of Training and Development (AITD) is governed by a national Board of elected representatives made up from one member of each AITD Division and up to four co-opted Directors. Rules relating to the composition, powers and duties, and proceedings of the AITD board are outlined in the [AITD Constitution](#) and [By Laws](#). Both documents can be found on the AITD website www.aitd.com.au

The Nomination Form comprises four (4) sections:

1. Eligibility
2. The role, responsibility, and selection process
3. Your nomination, personal details, and response to selection criteria
4. Your consent and declaration, including conflicts of interest

Nominations for the AITD Board of Directors, close at 11.59pm on Monday 25 March 2024.

PART 1 | ELIGIBILITY

To be eligible to stand for the AITD Board candidates must:

- ☐ Be 18 years of age or older,
- ☐ Have been a member of AITD for at least twelve consecutive months at the time nominations are called, and
- ☐ Consent to take on the role and responsibilities of a director.

AITD Board Directors are registered with the Australian Securities and Investments Commission (ASIC) as Directors. As such, AITD Board Directors must meet all ASIC requirements of Directors.

You are unable to be appointed to the AITD Board if you:

- are an undischarged bankrupt; or
- are subject to a personal insolvency agreement under the *Bankruptcy Act 1966* that has not been fully complied with; or
- have been convicted of various offences such as fraud or offences under company law, such as a breach of your duties as a director or insolvent trading.

- ☐ I confirm that I am eligible to take on the role of a director.
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PART 2 | THE ROLE, RESPONSIBILITY & SELECTION PROCESS

As a Director of the Board of AITD you are expected to live our Values and always represent the organisation positively. You will attend all Board and Committee meetings, including relevant preparations and pre-reading, and be an active contributor to your local Divisional Council. It is estimated that this amounts to ~100 hours per annum.

By joining the AITD Board of Directors you accept all legal responsibilities of a company director including shared accountability for the outcomes of Board decisions. Details provided in this nomination form will be used for your registration with ASIC should your election to the AITD Board be successful.

For more information on the role and responsibilities of a Board Director, please refer to the Australian Institute of Company Directors (AICD).

- ☐ I confirm that I understand the commitment to take on the role and responsibilities of a director.

PART 3 | YOUR NOMINATION, PERSONAL DETAILS, & RESPONSE TO SELECTION CRITERIA

Family name			
Given names			
Previous names <i>If none, leave blank</i>			
Date of Birth		Place of Birth	
State		Country	
Current Residential address <i>Not a PO Box</i>			
Current Postal address			
Preferred email address			
Phone number/s	Home		
	Business		
	Mobile		
LinkedIn Profile			

Under section 5.13 of the AITD By Laws:

Candidates may submit a profile of up to 500 words for publication as the Chief Returning Officer sees fit.

Candidates may also state their formal qualifications and this statement will not be included in the word limit.

Candidates must attach copies of any qualifications claimed.

The word limit will be strictly enforced, and the profile must be confined to relevant biographical details.

In the event that an election is called, the following information will be published to assist members to select their preferred Board Director. Even if you have previously been a Board Director, please use this space as an opportunity to introduce yourself to members who may not know you and your involvement with AITD.

Please describe the skills and experience you would bring to this role: (maximum 500 words)

Please describe how you live AITD's values and the vision you would bring to the role: (no word limit)

Please describe your motivation for joining AITD's Board: (no word limit)

Please list the qualifications that you hold: (no word limit)

In addition to the information provided on this form, please **attach:**

- ☐ a copy of your **Resume** (2 pages maximum),
- ☐ copies of any **Qualifications** listed above, and
- ☐ two (2) **Statements of Support** from current AITD members, with their response to the following questions:
 - How do you know the candidate?
 - How have they contributed to the L&D profession?
 - How do you believe they will contribute to the AITD Board?

PART 4 | YOUR CONSENT & DECLARATION, INCLUDING CONFLICTS OF INTEREST

Disclosure of Actual, Potential and Perceived Conflicts of Interest

Board Directors have a responsibility to conduct themselves without conflict to the interests of AITD.

A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board Director's obligations to AITD and their personal, business or other interests. All conflicts of interest are not necessarily prohibited or harmful to AITD. However, full disclosure of all actual, potential and perceived conflicts is required by all nominees for AITD Board Director positions.

DEFINITIONS

- **Conflict of interest:** *An interest that may affect, or may appear reasonably likely to affect, the judgement or conduct of a Board Director Member, or may impair their independence or loyalty to the AITD. A conflict of interest can arise from gaining personal advantage or avoiding personal losses (financial or otherwise) and may not only involve the Board Director, but also their relatives, friends or business associates.*
- **Interest:** *Anything that can have an impact on an individual or a group.*
- **Pecuniary Interest:** *An interest that a Board Director has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the Board Director or another person with whom the Board Director is associated.*

- **Perceived conflict of interest:** Arises where a third party could form the view that a Board Director's private interests could improperly influence their role on the AITD Board.
- **Potential conflict of interest:** Arises where a Board Director has private interests that could conflict with their responsibilities.
- **Private interests:** Includes not only a Board Director's own personal, professional or business interests, but also those of their relatives.

Name of Organisation / Company / Association / Interest	Description of your involvement (e.g. member, employee, director, volunteer, committee member)	Period of association (e.g. 2020-present)

Nomination Consent and Declaration

I hereby nominate to fill the vacancy on the Australian Institute of Training and Development (AITD) Board of Directors in the state/territory indicated below (select one):

- ☐ WA (1 year term commencing 2024)
- ☐ ACT (2 year term commencing 2024)
- ☐ NSW (3 year term commencing 2024)

- ☐ I declare that the information provided in the *AITD Board of Directors Nomination Form* is true, accurate and complete to the best of my knowledge.
- ☐ I confirm that I have disclosed all relevant interests that may influence or perceive to influence my role.
- ☐ I understand that if I am elected as an AITD Board Director, I am required to always act in the best interests of AITD and its members.
- ☐ I confirm that I am over 18 years of age.
- ☐ I confirm that I am eligible to be a Board Director.
- ☐ I commit to ensuring I remain a financial member of AITD throughout my term on the Board.
- ☐ I confirm I have attached a copy of my Resume, Qualifications and two (2) Statements of Support from AITD members.

Name		AITD Member #	
Signed		Date	

This nomination form and the required attachments must be received by 11.59pm (AEST) Monday 25 March 2024 by email to ceo@aitd.com.au A confirmation email will be sent to the email address you list on this form to notify you that your nomination has been received.