

CALL FOR NOMINATIONS - BOARD INFORMATION AND APPLICATION PACK FOR NOMINEES

South Coast Natural Resource Management Inc. (South Coast NRM) is an incorporated, community focused organisation formed in 1994. It is the peak natural resource management group in the South Coast NRM region, working with communities between Walpole and Esperance and inland to Tambellup, Ravensthorpe and Salmon Gums. Funding is acquired for activities to improve the environment by preserving and protecting unique plants and animals, managing agricultural land and waterways sustainably and economically, and sharing knowledge and skills in natural resource management.

OUR MISSION

Enable our community to improve and maintain a natural, healthy and productive environment.

BOARD VACANCIES

South Coast NRM uses a skills-based approach to filling Board vacancies. The Board is supported by established and highly functional committees and reference groups with sound community-based representation. These enable an inclusive approach to community engagement, technical and skilled input, and allow for the efficient use of time and resources by Directors.

In accordance with the Constitution (available on request) *the affairs of the Association will be managed exclusively by a Board, consisting of a minimum of six elected Non-Executive Directors, all of whom must be Members of the Association.*

Director appointments are for a term of up to three (3) years with subsequent reappointment permitted. The current Board members are Andrew Bathgate (Chair), Anne Banks-McAlister (Deputy Chair), John Ruprecht, Duncan Monro, Marie Malaxos, Colin Ingram and Lenore Lyons.

ELIGIBILITY

Non-Executive directors must be a member of South Coast NRM. If not a current member, nominees need to apply for membership **no later than Friday 4th of October 2024**. Nominations must comply with Clause 6 of the Constitution, which states that membership of the Association is open to all residents, landowners, interested persons, groups, agencies or organisations who have identified an interest in NRM of the region. Applications for membership are approved by the Board. Further application information and the Application for Membership form can be accessed here: <https://southcoastnrm.com.au/who-we-are/membership>

For enquiries about membership contact Suzie Mier on 08 9845 8537 or via email suziem@southcoastnrm.com.au

Any person who has been convicted of a corporate-related offence under the Criminal Code Act 1995 or is disqualified from holding a directorship under the provisions set out in the Associations Incorporation Act 2015 or Section 853A of the Corporations Act 2001 is ineligible to be elected as a non-executive director.

Current employees of South Coast NRM are ineligible to be elected as a Non-Executive Director.

RESPONSIBILITIES OF THE BOARD

The Board has the overall responsibility for setting the strategic direction of the organisation and has the responsibility for financial viability.

All Directors are required to act in accordance with the Constitution, Code of Conduct, and all relevant South Coast NRM policies as well as the Associations Incorporation Act 2015.

BOARD DIRECTOR POSITION DESCRIPTION

In addition to the AGM, the Board meets at least quarterly either in-person or online. Directors are required that Directors have read all relevant Board papers prior to each meeting, and that they will actively contribute to discussions and decision making. Directors should:

- (1) Be accessible for personal contact in between Board meetings;
- (2) Prepare in advance for decision-making and policy formation at Board meetings and prepare for any major issues before the Board;
- (3) Responsibly review and act upon committee recommendations brought to the Board for action;
- (4) Participate in the annual Director self-review process; and
- (5) In general, utilise personal and professional skills, relationships, and knowledge for the advancement of South Coast NRM.

Each Director is expected to serve as an active, ongoing member of a delegated committee of the Board. This requires several meetings per year plus individual committee task completion time. Presently, committees include Audit & Risk Committee, Business Development Committee, the South Coast Environment Fund, and the Board Nominations & Remuneration Committee.

REMUNERATION

Directors are paid an honorarium for attending Board meetings and meetings of committees that they have been appointed to. Directors are further able to claim sitting fees for attending up to two additional meetings as an observer and for representing South Coast NRM at events (subject to prior approval by the chair). All travel is reimbursed in accordance with South Coast NRM's existing policy. Director remuneration is reviewed annually by the Board Nominations and Remuneration Committee.

GENERAL INFORMATION FOR THE SELECTION OF NOMINEES

South Coast NRM has established a Board Nominations and Remuneration Committee as part of its governance framework under Clause 12 of the Constitution. The elections of the Board are based on a skills assessment process as defined in the South Coast NRM Board Nominations and Remuneration Committee Policy and accompanying procedure documents.

A member who wishes to be elected to the Board must complete a Non-Executive Director Nomination Form included in the Application Pack.

The Board Nominations and Remuneration Committee assesses all nominations and interviews nominees before presenting a list of suitable candidates to the Board. The Board shall accept the list however, it reserves the right to dispute or make new information known where a nominee may not meet the eligibility to be suitable for a Non-Executive Director role. The recommended candidates are then presented to the members at the AGM for election.

SELECTION CRITERIA

South Coast NRM is seeking candidates with a range of skills and experience, with a particular focus on the attributes listed below. It is not anticipated that the nominees will possess all the attributes listed below; any individual strengths in any particular area that add value to the Board will be considered.

Please provide a brief statement to address any of the criteria that are relevant to you. Nominees are encouraged to outline specific strengths, relevant skills, expertise, and experience in a similar position that will support this nomination.

The current Board exhibits these attributes:

1. Knowledge of the development and implementation of an organisation's strategic plan.
2. Understanding of the process of grant and other external funding.
3. Understanding of and experience in financial and risk management.
4. Understanding of and experience in natural resource management, conservation science, community engagement or agriculture.
5. Understanding of cultural awareness.
6. Networks within Government, Non-Government and Private Sector that would be advantageous to NRM outcomes.

Other attributes that the Board would welcome:

1. Skills in and experience of governance in not-for-profit organisations
2. Possessing a high level of emotional intelligence and being able to contribute to developing strong team.
3. Previous experience on Boards would be considered advantageous to any applicant; with a preference to those with management experience (Board Members are expected to be able to receive and respond to commercial submissions/recommendations impacting the organisation and the staff)
4. Previous AICD training

It is a constitutional requirement that directors demonstrate an interest in the South Coast region.

LODGEMENT OF APPLICATION

A Non-Executive Director Nomination form is contained within this pack and is also available from the Executive Assistant (08 9845 8537 or info@southcoastnrm.com.au).

Applications must be submitted **before COB Tuesday 24th September 2024**.

The nomination process requires each nominee to submit the following completed documents by the appropriate due date:

Section 2a – Candidate Statement providing details of the reasons for nominating for a Board position, particular skills and qualities that would contribute to the Board, and details of any actual, perceived or potential conflicts of interest

Section 2b – Response to Selection Criteria

Section 3 – Declaration

Section 4 – Resume including 2 referees

Applications for nominations should be marked “Confidential” and submitted by email to applications@southcoastnrm.com.au, in person or posted to:

Chair
Board Nominations and Remuneration Committee
South Coast NRM
88 Stead Road
ALBANY WA 6330

A nomination that is found to be incomplete shall not be accepted by the Board Nominations and Remuneration Committee and the nominee shall be notified by the committee Chair as soon as practicable. If the nominee submits an application on the closure date with a minor omission, they shall have a further three working days to complete their nomination in full.

Upon receipt of a completed nomination, the Board Nominations and Remuneration Committee chair shall register the nomination and release a confirmation receipt to the nominee.

ANALYSIS OF NOMINATIONS

The analysis process commences as soon as practicable after the nomination close date and is based on assessing nominees’ responses to the Selection Criteria, review of the resume and references. An interview of nominees determined to have desirable skills and knowledge will also be undertaken. The Board Nominations and Remuneration Committee shall use the following process for the analysis of nominations:

- (a) The responses to the Selection Criteria shall be assessed;
- (b) All resumes will be assessed for suitability;
- (c) The nominees considered suitable will be interviewed by the committee; and
- (d) All renominating Board members are exempt from the process detailed above with their reappointment approved or otherwise by the members at the Annual General Meeting.

Nominees who are determined to be highly desirable after the interviews will have their references verified by the Chair of the Board Nominations and Remuneration Committee. The committee Chair will report the findings to the Board on nominees who are considered suitable candidates for a Non-Executive Director role. The Board may choose not to appoint any candidates.

PRESENTATION OF THE RECOMMENDED CANDIDATES TO THE SOUTH COAST NRM MEMBERSHIP



The Board presents the recommended candidates to the members for approval at the Annual General Meeting.

If you have any questions about the process, please contact Luke Bayley (Chief Executive Officer) on 08 9845 8537.



NON-EXECUTIVE DIRECTOR NOMINATION FORM
SOUTH COAST NRM Inc. BOARD
For South Coast NRM Inc. Annual General Meeting 2021

SECTION 1: NOMINATION FORM

I, _____
(please print)

nominate for the position of Non-Executive Director on the South Coast NRM Inc. Board.

SECTION 2a: CANDIDATE STATEMENT

Provide details of the reasons for nominating for a Board position, particular skills and qualities that would contribute to the Board, and details of any actual, perceived, or potential conflicts of interest (*not to exceed 350 words*).

SECTION 2b: SELECTION CRITERIA

Please attach separately a statement addressing the Selection Criteria as detailed in the Application Pack.

SECTION 3: DECLARATION

I hereby confirm that I have the relevant skills required for a Director position and meet all relevant requirements of the South Coast NRM Constitution, including that I am not an undischarged bankrupt or subject to a personal insolvency agreement, and that I have not been banned or disqualified from being a Company Director by the Australian Securities and Investment Commission or the Australian Charities and Not-for-profits Commission.

Signature of Nominee

Date

SECTION 4: ATTACH RESUME AND 2 REFEREES (CONTACT DETAILS)

Completed application must be submitted before COB Tuesday 24th September 2024. by post, email or in person to the below:

Confidential

Chair

Board Nominations and Remuneration Committee

South Coast NRM Inc

88 Stead Road Albany WA 6330

Email: applications@southcoastnrm.com.au

Candidates must ensure that posted applications are received by the specified closing date and time.

No late applications will be received.
