Governing body nomination and profile form

E1.6.1.1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role: | Choose an item. | | of | Choose an item. |
| Total vacancies | |  | | |

# Nominee Details

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

|  |  |
| --- | --- |
| Full Name | Click here to enter text |
| Title | Click here to enter text |
| Photograph (please insert by clicking on the image) |  |
| Congregation | Click here to enter text |
| Presbytery | Click here to enter text |
| Current church involvement (includes non-UCA 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 |
| Current professional memberships | Click here to enter text |
| Previous occupation(s), positions held and church involvement (if relevant) | Click here to enter text |
| Potential conflicts ([refer to A1.2 Conflicts Policy](https://hub.ucaqld.com.au/wp-content/uploads/A1.2-Conflicts-Policy.pdf)) | 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 (300 words max.) (This will be used in documents presented during the nomination / appointment / election process) | Click here to enter text |

# Disclosures required for compliance and record keeping *(Page for internal Synod use only) \*denotes mandatory information*

|  |  |
| --- | --- |
| \*Full Name | Click here to enter text |
| \*Title | Click here to enter text |
| \*Former name/s | Click here to enter text |
| \*Email | Click here to enter text |
| Landline Phone | Home: Click here to enter text Work: Click here to enter text |
| \*Mobile 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 |
| \*Drivers Licence | Number: Click here to enter text Expiry: Click or tap to enter a date.  State: Choose an item. |
| Director Identification Number (if available) | Click here to enter text  *This information is mandatory for Property Trust roles* |
| \*QLD Working with Children Check Card Number and expiry date | Number: Click here to enter text Expiry: Click or tap to enter a date. |
| \*Date of Birth | Click here to enter text |
| Place of birth | Suburb / City: Click here to enter text Country: Click here to enter text  *This information is mandatory for Property Trust roles* |
| Gender | Choose an item. |
| Indigenous Status | Choose an item. |
| Primary language spoken at home | Click here to enter text |
| \*Emergency Contact – Name | Click here to enter text |
| \*Emergency Contact – Mobile Phone | Click here to enter text |
| \*Please provide details of any entity where a liquidator or administrator has been appointed and you were a director, responsible person or officer at the time of the appointment. | I have not been a director, responsible person or officer of an entity at a time when an administrator or liquidator was appointed.  I have been a director, responsible person or officer of an entity at a time when an administrator or liquidator was appointed. A member of the panel will make contact to discuss the matter further. |
|  |  |

# Please include a copy of your resume.

# Governing body capabilities

# Select an individual rating for each applicable capability.

# Refer to the governing body Capability Matrix for how each of the following capabilities are defined and which capabilities are required.

|  |  |
| --- | --- |
| Uniting Church and mission | Individual Capability Rating |
| Congregational Leadership | Choose an item. |
| Uniting Church polity | Choose an item. |
| Christian Formation and Discipleship | Choose an item. |
| Theological and mission (foundational) | Choose an item. |
| *Further details:*  Click here to enter text | |

|  |  |
| --- | --- |
| Professional and Industry based skills | Individual Rating |
| Not for Profit and Community Activities | Choose an item. |
| Financial management | Choose an item. |
| Treasury Funds management | Choose an item. |
| People management | Choose an item. |
| Property management | Choose an item. |
| Education (Primary, Secondary and Tertiary) | Choose an item. |
| Early Child Care (Long-day Care, Outside School Hours Care, In-home care, Family Day Care) | Choose an item. |
| Digital literacy | Choose an item. |
| Risk | Choose an item. |
| Audit | Choose an item. |
| Corporate governance | Choose an item. |
| Legal | Choose an item. |
| Stakeholder, marketing and communications | Choose an item. |
| *Further details:*  Click here to enter text | |

|  |  |
| --- | --- |
| Professional attributes and behaviour | Individual Rating |
| Business acumen | Choose an item. |
| Social and cultural awareness | Choose an item. |
| Strategic and critical thinking | Choose an item. |
| Communication | Choose an item. |
| Continuous learning | Choose an item. |
| *Further details:*  Click here to enter text | |

|  |  |
| --- | --- |
| Capacity for the Role | Individual Rating |
| Commitment | Choose an item. |
| *The term of the Role is as per the Charter.*  *Members must have their own mobile phone, laptop computer and internet connection sufficient to sustain video conferencing over several hours.* | |
| *Further details:*  Click here to enter text | |

|  |  |
| --- | --- |
| Diversity (experience, attitudes and knowledge) | Individual Rating |
| First peoples (indigenous in by-laws) | Choose an item. |
| Multi-cultural | Choose an item. |
| Youth and young adults | Choose an item. |
| Rural and regional | Choose an item. |
| Valuing Gender Diversity | Choose an item. |
| Intersectionality | Choose an item. |
| *Further details:*  Click here to enter text | |
|  |  |

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# 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 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](https://hub.ucaqld.com.au/wp-content/uploads/A0.11-Code-of-Conduct-for-Lay-Leaders.pdf) 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.
* 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 A1.2 Conflicts Policy](https://hub.ucaqld.com.au/wp-content/uploads/A1.2-Conflicts-Policy.pdf)). 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 B1.1 Privacy Policy](https://hub.ucaqld.com.au/wp-content/uploads/B1.1-Privacy-Policy-POL-0001.pdf)).
* 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 UCAQld 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 advise 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](https://hub.ucaqld.com.au/wp-content/uploads/B1.1-Privacy-Policy-POL-0001.pdf) which you can obtain from our website [www.ucaqld.com.au](http://www.ucaqld.com.au) .

# Declaration

I, the undersigned, consent to act for the Synod in the Role.

I, the undersigned, declare that I:

1. am over 18 years of age and have the right to live and work in Australia.
2. am of sound mind.
3. am not a current bankrupt or a discharged bankrupt.
4. am not currently, nor have I ever been, banned or disqualified by ASIC (Australian Securities and Investment Commission), the ACNC (Australian Charities and Not-of-profits Commission), or ORIC (Office of the Registrar of Indigenous Corporations) from being a Director, a responsible person or an officer.
5. have not been convicted of an indictable offence under a Law of Australia or a foreign country.
6. know of no other reason that I should not be admitted to the Role for the Synod.

I, the undersigned, agree to undertake or acknowledge the following activities may occur as part of this nomination appointment process:

1. accept nomination/apply for consideration for appointment to the Role.
2. am available to attend an interview at a date and time to be agreed.
3. agree that, if appointed, I will notify the Synod office of all changes to my personal details within 14 days by email to [governance@ucaqld.com.au](mailto:governance@ucaqld.com.au) and will advise the Synod as soon as possible of any reason I can no longer act in the Role;
4. agree that, if appointed, I am available to prepare for and attend meetings in connection with the Role.
5. agree that, if appointed, my contact details will be used by the Synod office to provide me with relevant information and invitations.
6. agree that the information collected as part of this nomination and during ongoing participation in the Role will be collected, stored and used in accordance with the Queensland Synod Privacy Policy.
7. agree that a condition of the Role is to maintain a current and positive notice for Working with Children Clearance Check (WWC).
8. agree that, if appointed, I will comply with the Regulations, all Queensland Synod By-laws and relevant Charters, all Queensland Synod policies and processes and all ongoing legislative, common law and equitable requirements, as they apply from time to time.
9. agree that, if appointed, my personal information may be shared and published as required and without further permission to bodies such as the Assembly, ACNC, ASIC, ATO, auditors, State and Federal Government Departments, the Non-State Schools Accreditation Board and others.
10. agree that, if appointed, my appointment and ongoing participation in the Role and my image taken whilst in the Role may, without further permission, be published in Synod internal and external communications.
11. my application is not a complete application and will not be considered or progressed to tabling at 38th Synod unless all sections are completed.
12. at the time of signing, confirm the information provided herein is true and correct to the best of my knowledge, and know of no other reason that I should not be admitted to the Role for the Synod.

|  |  |
| --- | --- |
| Name of nominee: Click here to enter text  Signature:  Date: Click or tap to enter a date. |  |

# Church Membership Declaration (if applicable)

# I, the undersigned, declare that:

1. at the time of signing the above nominee is a member of the Uniting Church in Australia.
2. if the Role is for the Chair of a Synod Governing Body the nominee is an active member - a person who joins regularly in the life, worship and ministry of the Church as expressed in their local congregation or faith community.
3. I will use best endeavours to inform the Synod if the person ceases to be a member of the Uniting Church in Australia whilst I am in the position below.

☐ Congregation Minister ☐ Chair of the Church Council

|  |  |
| --- | --- |
| Name of Congregation Minister / Chair of the Church Council: Click here to enter text  Signature:  Date: Click or tap to enter a date. |  |

# Instructions

Return this completed form with the following:

nominee details are complete.

declaration signed and dated by nominee.

if applicable, declaration of Church membership is signed and dated by appropriate person.

a current resume is included.

any additional information referred to in this nomination form, where there was insufficient space on the form, in labelled referenced attachments

# Interviews

# Interviews for the Role may be held. Nominees must attend an interview if requested in writing. Nominees who do not attend an interview may not be put forward for appointment or election.

# 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:   * 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 *Uniting Church in Australia Act 1977 (Qld)*. |

# Revisions

# This document should be reviewed every 3 years or early as required.

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| --- | --- | --- | --- | --- | --- |
| Document number | | E1.6.1.1 | | | |
| 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 |
| 2.0 | 12.12.2024 | RNC | 12.12.2024 | Governance | Manager People and Culture |
| Next scheduled review | | 12.12.2027 | | | |