



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

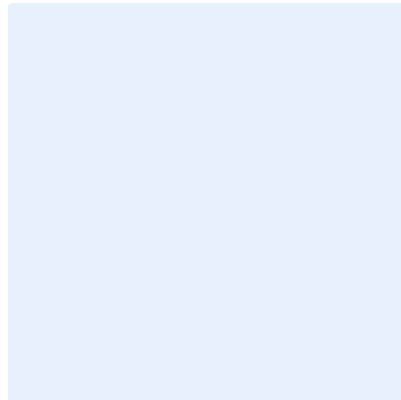
If insufficient space, please include the information in labelled and referenced attachments



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-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
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 capabilities

Refer to the Governing Body Capability Matrix [<<add link>>](#) for how each of the following capabilities are defined and which capabilities are required for each governing body. Select an individual rating for each applicable capability.

Uniting Church and mission	Individual Rating
Congregational	Choose an item.
Uniting Church polity	Choose an item.
Christian Formation and Discipleship	Choose an item.
Theological and mission (foundational)	Choose an item.



Professional and Industry based skills	Individual Rating
Not for Profit and Community Activities	Choose an item.
Financial management	Choose an item.
People management	Choose an item.
Property management	Choose an item.
Treasury Funds management	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.
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.
Commitment (including time in days per month)	Choose an item.
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.
Gender	Choose an item.
Intersectionality	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 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



- 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 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 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:

- (a) accept nomination/apply for consideration for appointment to the <insert Board name>
- (b) 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
- (c) agree to the terms of the Nominee Affirmation outlined above
- (d) 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
- (e) 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>](#)
- (f) am not disqualified from managing a corporation under the *Corporations Act 2001* (Cth), which includes that I am not an undischarged bankrupt
- (g) 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 Qld 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

Nominator / supporter details

I hereby support the above nominee for consideration for appointment to the <<governing body name>>.

Full name	Click here to enter text
Congregation	Click here to enter text
Presbytery	Click here to enter text

Signature of nominator / supporter

[Click here to enter a date.](#)

Instructions

Return this completed form with the following:

- declaration signed and dated by nominee
- nominee contact details completed

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.



- 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, including information obtained through a review of the nomination and profile form, or through an interview.

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

<insert once known>

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
2.0	16.03.2023	RNC Res 23.066	01.04.2023	People & Culture	Manager People & Culture
Next scheduled review		01.07.2025			