



# GIRL GUIDES QUEENSLAND

## Casual Board Director Nomination Form

**QF.BD.05**  
Version 1

Last Updated  
28.03.2024

**Please complete this form electronically.**

Once you have completed all the requirements, please email to the Nominations Committee at [nomination@guidesqld.org](mailto:nomination@guidesqld.org) before 5pm, Thursday, 9<sup>th</sup> May 2024.

### Purpose of the Board

The appointment to the Board as Member (referred to as Director), requires a specific set of skills to ensure each Member is able to effectively contribute to the necessary stewardship and governance of the Board.

As per the Board Governance Charter:

1. The Board is vested with the overall management and control of the property and affairs of Guides Queensland. In practice, important governance decisions are made at the Board level, while policy implementation and day-to-day management are vested in the Chief Executive Officer.
2. The Board's role is one of stewardship and governance, while the State Commissioner's role includes management. The extent to which the Board involves itself in management is a matter for it to determine.
3. The Board is responsible for the approval, development and formulation of all policies and strategies. Management and Members may initiate a policy, or raise policy matters with the Board. Management carries policy into effect.
4. The Board is responsible to ensure devising policies for the ongoing performance of Girl Guides Queensland and to ensure GGQ meets its statutory obligations such as:
  - a. Driving the strategic direction of GGQ;
  - b. Working with the CEO to ensure GGQ has the necessary resources, funds and personnel to implement GGQs strategic direction;
  - c. Reviewing and monitoring the performance of GGQ;
  - d. Implementing, maintaining and refining a good system of governance;
  - e. Ensure the Board structure and composition is appropriate; and
  - f. Succession planning for the CEO.
5. Board members have individual legal obligations that include:
  - a. Exercising their Board obligations with care and diligence;
  - b. Acting and making decisions in good faith;
  - c. Avoiding conflict of interest;
  - d. Must not improperly use their position to gain an advantage to themselves; and
  - e. Must agree to sign a confidentiality and non-disclosure agreement that information gained in the position of a board member is not used improperly and prevent any detriment to GGQ.

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**When considering your application, it is highly recommended that potential applicants have read the following:**

- Girl Guides Queensland Constitution, found here [GGQ Constitution](#)
- Board Governance Charter, found here [Board Governance Charter](#)
- Girl Guides Queensland Strategic Plan, found here [GGQ Strategic Plan](#)

### Terms in Office

Persons appointed by the Board to fill a casual vacancy among the Board holds office until the conclusion of the next Annual General Meeting.

### Board Director Requirements

1. Individuals with one of the following skill sets are highly encouraged to apply support to commencement of some priority matters in our 2022 to 2026 Strategic Plan and other Guides' affairs:
  - income generation
  - partnership development
  - marketing brand promotion and sponsorship
  - data security
  - government relations and advocacy
2. Other desirable skills set include:
  - a. Experience working in or with other NFP organisations;
  - b. Previous board experience for a NFP organisation;
  - c. Membership or courses completed with professional bodies such as Australian Institute of Company Directors, Governance Institute of Australia;
  - d. Professional transferable experience and skills in the following areas:
    - Finance
    - Change management
    - Legal
    - Strategic planning and leadership
    - Data management
    - Human resource management
    - Policy writing and development
    - Project management
    - Risk management



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## Help the Nominations Committee to understand the 'how' and 'why' you would make an effective Board Director

As you read this information, you will see that the ten criteria are divided into two sections. Each criterion has specific elements listed under:

- a. **Role related** competencies; and
- b. **Personal** competencies

Whilst you do not have to respond to each specific point, you need to consider and reference them in your response. As you complete your application think about what experience and skills you have that would make you an effective contributor as a Board Director. You may not have experience in every area, so it is important to highlight the skills and experience you do have, relevant to the role. Consider experiences outside of Guiding that might enable you to provide examples relevant to this application. Help the Nominations Committee to understand the 'how' and 'why' you would make an effective Board Director.

If you need assistance or guidance in completing the form, please contact the Nominations Committee at [nomination@guidesqld.org](mailto:nomination@guidesqld.org).



### 1. Nominee Details

Title:	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other:
Given Name:		Surname:		
Address:				
Contact Phone Number:			Email:	

### 2. Guiding Details

Membership No:		Date Joined:	
Current Position:		Expiry Date:	
Last three Guiding positions (Or 3 positions you have held that are most relevant to this application – including year of position)			

### 3. Guiding Knowledge and Experience

In 200 words outline your Guiding experiences that you believe are relevant to a position on the Board. List these experiences, both past and present, and include dates if applicable. You may like to include leadership positions held, experience on Committees and any other Guiding experience relevant to your application as outlined in **Schedule 1, Part A, #1**.

Help the Nominations Committee to understand how your experience will be valuable and enable you to contribute effectively as a Board Member.



#### 4. Governance and Management Skills

In 200 - 300 words maximum, help us understand your areas of strength as you refer to the dot points under each heading in **Schedule 1, Part A, #2, 3, 4 and 5**. Consider experiences outside of Guiding that might enable you to provide examples **relevant** to this application. This section focuses on the **competencies required** to create an effective Governance Board.

Help the Nominations Committee to recognise how your experience and skills will add value to the GGQ Board.



### 5. Governance and Management Skills

In 200 – 300 words maximum, help us understand your areas of personal strength in your response to **Schedule 1 Part B**. Who are you in terms of the value you would bring to the Board? Consider the dot points listed and relate your examples back to these points.

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### SCHEDULE 1 – Competencies Required for Board Director Role

#### Part A – Role Related Competencies

Competency	Description
<b>An outline (of up to 200 words) of your Guiding experience, past and present – include dates if applicable.</b>	
<b>1. Guiding knowledge and understanding</b>	Ability to demonstrate: <ol style="list-style-type: none"> <li>a broad range of experience, expertise, skills and contacts relevant to Guides Queensland</li> <li>commitment to the Mission of Guides Australia</li> <li>adherence to GGA Code of Conduct, Guide Promise and Law</li> </ol>
<b>In 200- 300 words only, please provide examples which demonstrate your skills and competencies in Governance and Management as outlined in below.</b>	
<b>2. Strategic thinking</b>	Ability to: <ol style="list-style-type: none"> <li>demonstrate understanding of the difference between governance and management</li> <li>identify and critically assess opportunities and threats to the organisation</li> <li>set strategic direction and develop policies to guide the effective operation of the organisation</li> </ol>
<b>3. Finance comprehension</b>	Ability to read and comprehend the organisations accounts, financial material and reports in order to enable informed decision making
<b>4. Risk and compliance management and oversight</b>	Ability to: <ol style="list-style-type: none"> <li>meet the duties and obligations under the ACNC (Refer Board Governance Charter 3.9)</li> <li>identify, monitor and manage risk and compliance framework and systems</li> <li>demonstrate experience in this area</li> </ol>
<b>5. Management of appointments</b>	Ability to: <ol style="list-style-type: none"> <li>appoint and evaluate the performance of the State Commissioner, CEO, Chair of Board, Chair of Finance, Chairs of Board Appointed Committees and other positions from time to time</li> <li>Contribute to organisational change</li> </ol>

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## Part B - Personal Competencies

In 200 – 300 words, please provide examples which show how you have previously demonstrated the Personal Competencies as outlined below.	
Competency	Description
<b>6. Integrity</b>	Commitment to: <ol style="list-style-type: none"> <li>the values of the Promise and Law</li> <li>understanding and fulfilling the duties and responsibilities of a Board Member</li> <li>being transparent and declaring any activities or conduct that might be an actual or potential conflict</li> <li>maintaining Board confidentiality</li> </ol>
<b>7. Collaborative, curious and courageous</b>	Ability to: <ol style="list-style-type: none"> <li>contribute effectively as a member of a Board</li> <li>function as an effective team member of a Governance Board</li> <li>have the curiosity to ask questions, to seek information and listen to what is being said</li> <li>have the courage to persist in robust discussion, and the preparedness to make decisions</li> <li>tolerate ambiguity</li> </ol>
<b>8. Change agent</b>	Ability to: <ol style="list-style-type: none"> <li>accept and lead change</li> <li>problem solve and think innovatively</li> <li>view organisation as a whole</li> </ol>
<b>9. Judgement and instinct</b>	Ability to: <ol style="list-style-type: none"> <li>assess and analyse complex information</li> <li>utilise this information to make sound judgements</li> <li>understand when to consult an expert</li> </ol>
<b>10. Interest and commitment</b>	<ol style="list-style-type: none"> <li>demonstrate a genuine interest in Guides Queensland</li> <li>capacity to commit the necessary time to the Board</li> <li>ability to provide the time and energy to fulfil Board Member responsibilities</li> </ol>