

2023 CEHL DIRECTOR VACANCY NOMINATION & STAKEHOLDER INFORMATION FORMS



Important Information

Forms must be submitted by **11am** on **27 October 2023** via email to the **Company Secretary: cosec@cehl.com.au**

Please complete the forms as accurately and comprehensively as possible.

Please provide an answer for each question.

If you need assistance completing this form, please contact **Rachel Johnson: rachel@cehl.com.au**

Using this form

Prior to completing this form, please complete the following steps:

1. Review the **CEHL Board Director Position Description**.
2. *Register to attend at least one of the **CEHL Prospective Director Information Sessions** on:

Date	Time
11 September 2023	5:30pm to 6:30pm
2 October 2023	10:30am to 11:30am
17 October 2023	5:30pm to 6:30pm

*Sessions will be held via Zoom. To register to attend a **CEHL Prospective Director information Session** please email rachel@cehl.com.au with your preferred session day and a zoom link will be sent to your email.

3. Check your eligibility and suitability for election to the CEHL board against the criteria below.
4. Complete the Forms within this document and send them to the **Company Secretary: cosec@cehl.com.au**

Mandatory requirements for eligibility for election to CEHL Board

To be eligible to hold the position of CEHL Director (if elected), a nominee must:

1. Be aged 18 years or over;
2. Be a current CEHL co-op member;
3. In accordance with the provisions of the Corporations Act 2001 (Cth):
 - a. not be an undischarged bankrupt or have entered into a personal insolvency agreement.
 - b. not to have been convicted of an offence that relates to the business of a corporation or is a contravention of the Corporations Act 2001 or Associations Incorporation Reform Act 2012, or been found guilty of any offence in relation to corporate or regulatory matters.
4. Currently reside in a co-operative property (ie. the co-op is your principal residence);
5. Hold a **Director Identification Number** at the time of submitting their application for nomination to the CEHL Board *[NB: there is no charge in applying for a DIN and if you need assistance please contact: Rachel@cehl.com.au. **CLICK HERE** if you need to apply for one].*
6. Every prospective CEHL director must successfully pass a National Police, Bankruptcy and background checks before the Nomination for election to the CEHL Board is accepted.
7. Have attended at least one **Prospective Director Info Session**.

CEHL Nomination Forms

To be considered for election to the CEHL Board, Nominees are required to complete and submit the following forms to complete your application:

1. **CEHL Director Nomination Form;** and
2. **Application for Probity Checks;** and
3. **CEHL Director Nomination Personal Qualifications Form;** and
4. **Co-op Confirmation of Nomination** (to be signed by an authorized director of your nominating co-op); and
5. **Collection Notice Confirmation;** and
6. **Sign the declaration and undertaking.**

CEHL Director Nominee Form

Name in full:

Co-op name:

Directors Identification Number:

Date that you joined your Co-op:

Phone:

CEHL Application for Nomination to CEHL Board Probity Checks

B1. Bankruptcy

Have you been declared bankrupt or been the subject of any order under the *Bankruptcy Act 1966 (Cth)*?

☐ YES ☐ NO

B2. Insolvency

Have you been a director or executive officer of a corporation which became insolvent whilst you were a director or executive officer?

☐ YES ☐ NO

B3. Disqualification

Have you ever been disqualified from acting as a director or acting in the management of an incorporated association?

☐ YES ☐ NO

B4. Corporate and civil penalties

Have you ever:

- contravened any civil penalty provision under the Corporations Act 2001 (Cth) or any of its predecessors;
- contravened the Associations Incorporation Reform Act 2012 or any equivalent in another jurisdictions; or
- been found guilty of any offence in relation to corporate or regulatory matters?

☐ YES ☐ NO

B5. Criminal proceedings

Are you currently a party in any capacity in either criminal or civil proceedings before a:

- court;
- tribunal; or
- other adjudication body, including a professional / registration / licensing body?

Do you expect to become a party to any such proceedings in the next year?

☐ YES ☐ NO

B6. Inquiries and investigations

To the best of your knowledge and belief, have you been, or are you currently, the subject of any inquiry or investigation, including those by:

- a department or agency of the Commonwealth; and/or
- a department or agency of a State or Territory of Australia; and/or
- a professional association; and/or
- a regulatory agency; and/or
- your current or a previous employer; and/or
- a consumer protection organisation?

☐ YES ☐ NO

CEHL Director nominee personal qualifications form

information provided in this form will be included in the 2023 CEHL AGM information packages for Co-op members and shareholders so they can consider their voting preference.

Please respond to the following 4 questions (maximum of 500 words in total)

1. Please outline your contribution to the CEHL Co-operative Housing Program.

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- 2. The Position Description for CEHL Board director is attached, please provide a summary of how you meet the Essential Criteria.**

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- 3. Please outline your relevant experience, qualifications and training that you would be able to contribute to the good governance of the CEHL Board.**

4. Other comments in support of your application for election to the Board of CEHL.

Confirmation of co-op nomination

(to be completed by an Authorised Director of your Co-op Board)

Name of Authorised Co-op Director of your Co-op Board:
Signature of Authorised Co-op Director:
Date of Co-op Board meeting when the Nominees' nomination was endorsed:

Collection notice

This collection notice should be read in conjunction with the CEHL Privacy Policy.

- ☐ By making this application for nomination for election to the CEHL Board, I hereby consent to CEHL collecting and using my personal information for the purposes of the **2023 CEHL Director Nominations** and undertaking National police, Credit, Background and Reference checks. I understand that I may be requested to provide further information relating to determining fitness and probity, (including verification of the Nominees' current Renter Status). CEHL will not disclose your personal information to third parties without your consent, except where permitted or required under the **Privacy Act 1988 (Cth)**.

Declaration of nominee

I (print name), _____ in making this application for nomination for election to the Board of CEHL, confirm that I wish to nominate for consideration for election to the Board of CEHL and agree to serve on the Board of CEHL.

I declare that, to the best of my knowledge:

1. I do not have any actual or perceived conflicts of interest with CEHL's purpose, values or activities;
2. In making this declaration, I confirm that I am not currently, nor have I been disqualified from acting as a Director under the Corporations Act 2001 (Cth);
3. I am eligible for nomination to the CEHL Board of Directors.

I declare that to the best of my knowledge, the information I have provided in this declaration is true and correct. I understand that giving false or misleading information, will immediately disqualify me from the 2023 CEHL Nominations Process.

Signature of nominee: _____ Date: _____

Please tick the following boxes applicable to you (nominee):

- ☐ I attended the CEHL Prospective Director Information Session;
- ☐ I am a current CEHL Board Director;
- ☐ I have read the **Duties Guide (CLICK HERE to download)** to the legal duties of not-for-profit committee members, directors and officeholders;
- ☐ I am willing to provide information to enable a bankruptcy check by CEHL;
- ☐ I am willing to complete the online police check when I receive the link;
- ☐ I have received my **Directors Identification Number**;
- ☐ I currently reside in a co-operative property and my co-op property is my principal residence.