



Dear FoBBGSA Director Nominee,

The FoBBGSA Board of Directors consists of 7 members whose aims are to meet the evolving management needs of the corporation and our members.

All positions are held from the close of the meetings of September 5th 2017 until the close of the next Annual General Meeting of 2018 at which time all Directors may renominate.

The responsibilities identified within these roles provide a guide to the nature and scope of work involved.

CRITERIA

FOBBGSA is seeking support of its members based on a balanced and diverse composition of members whose collective skills and experience will meet the current and future challenges for FOBBGSA as a not-for-profit corporation.

All Board of Director Officers should meet the following criteria:

- Be willing to accept the management of a whole of corporation based portfolio;
- Have a demonstrated capacity to work within a not-for-profit/ professional organisation framework;
- Have a good understanding of the principles of Botanic Gardens and Arboretums in their broadest sense;
- Be able to participate in a positive manner in Board and other meetings;
- Be prepared to uphold the highest standards of ethical and professional conduct to ensure that the reputation and credibility of both the FoBBGSA and Brisbane City Council is maintained; and
- Be committed to the future of FoBBGSA and its objectives.

Key Responsibilities:

- Work within the agreed MOU between BCC and FoBBGSA;
- Represent all FoBBGSA members on the Board regardless of interests or residence;
- Hold a FoBBGSA portfolio relevant to agreed projects;
- Liaise with the other members of the Board and its administration to address administrative, communication and financial needs;
- Assist FoBBGSA in representation to government, industry and the community forums in partnership with the Board;
- Provide reports on the progress of Board projects for Board and General meetings; and
- Help develop and implement policies, guidelines and procedures in line with FoBBGSA mission, objectives and strategic plan, the terms of the BCC/ FoBBGSA MOU and in relation to the whole of the corporation activities.

Financial Surety Note:

Officers of FoBBGSA must be prepared to provide these financial sureties relating to The Friends incorporation and insurance regulatory and reporting compliances. All Officers of FoBBGSA MUST be prepared to sign the financial statement regarding insolvency, involuntary administration of business activities or involvement with other associations, to be kept on FoBBGSA records.

Nominations

All nominees and their nominators must be current financial eligible members as of July 31st 2017

Regards

Mary Jo Katter

Chair FOBBGSA Board of Directors



FOBBGSA Directors Nomination Form

Please complete **all** questions and signatures.

Please attach brief description of 200 words of how the interested member meets the criteria

Full name of nominator		Membership number
Signature		Date
Full name of seconder		Membership number
Signature		Date
Full name of the interested Member		Membership number
Declaration		
<p>I provide this declaration based upon the listed criteria. If selected, I agree to fulfil the duties of the office as defined and as called upon by the Board of Directors.</p> <p>I have reviewed and am willing to provide the financial surety statement required if I am accepted as a Board Member.</p>		
Signature of the Member		
Date		

NOTE:

All Board Members **MUST** be prepared to sign a financial statement regarding insolvency, involuntary administration of business activities or involvement with other associations, to be kept on FOBBGSA records.

Each Member of FoBBGSA may nominate only 1 member but may second any number of nominations.

Please forward nomination form addressed to The Returning Officer by either post to PO Box 39, Sherwood Qld Australia 4075

or email to Returning Officer at info@fbbgsa.org.au by COB August 2nd, 2017.

Incomplete Nominations, those supported by non-financial member as of July 31st or late nominations will not be accepted.

Nominations cannot be taken from the floor at the AGM. Any unfilled positions will be at the consideration of the incoming Board at the first Board meeting following the AGM September 5th 2017.