



Dear Members,

The FBBGSA 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 3rd 2019 until the close of the next Annual General Meeting of 2020 at which time all Directors may renominate. All Office holders will hold office until the end of the first meeting of the Board of Directors held after the next Annual General Meeting of 2020.

Please note that FBBGSA is a 'Company Limited by Guarantee' being required to be managed under the Corporations Act 2001 (Cwlth) and is a registered charity. FBBGSA has varying reporting, governance and management responsibilities in comparison to an Incorporated Association.

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

CRITERIA

FBBGSA 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 FBBGSA as a not-for-profit company.

All Board of Director Officers should meet the following criteria:

- *Have a demonstrated capacity to work within a not-for-profit organisation framework;*
- *Have a good understanding of the principles of Botanic Gardens and Arboretum 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 FBBGSA and Brisbane City Council is maintained; and*
- *Be committed to the future of FBBGSA and its objectives.*

Key Responsibilities:

- *Work within the agreed MOU between BCC and FBBGSA;*
- *Represent all FBBGSA members on the Board regardless of interests or residence;*
- *Hold a FBBGSA portfolio relevant to agreed projects;*
- *Liaise with the other members of the Board to address administrative, governance, communication and financial needs;*
- *Assist FBBGSA 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*
- *Must agree to apply all policies, guidelines and procedures of the FBBGSA, including the guidelines of the BCC, in relation to the whole of the company's activities.*

Financial Surety Note:

Board Directors of FBBGSA must be prepared All Officers of FBBGSA MUST be prepared to sign the financial statement regarding insolvency, involuntary administration of business activities or involvement with other associations, to be kept on FBBGSA records. These statements relate to compliances required by The Friends incorporation including insurance, regulatory and reporting standards.

Membership Currency

All nominees and their nominators must be current financial eligible members as of August 14th, 2019.

Regards

Dr Jean Sim

Secretary 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		
<ol style="list-style-type: none"> 1. 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. 2. I have reviewed and am willing to provide the Director's surety statement required if I am accepted as a Board Member. 3. I agree to use a dedicated email using @fbbgsa.org.au extension. 4. I agree to set up and use the FBBGSA Dropbox for management of all files relating to Friends business. 		
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 FBBGSA may nominate only 1 member but may second any number of nominations. Please forward nomination form addressed to email address: secretary@fbbgsa.org.au by 5 pm August 14th, 2019.

Incomplete Nominations, those supported by non-financial members as of August 14th or late nominations will not be accepted.

Nominations cannot be taken from the floor at the AGM but the board will accept expressions of interest from members to be considered at the October meeting 2019. Any unfilled positions ie 7 directors as noted under clause 42.1, will be at the consideration of the incoming Board at the first Board meeting following the AGM of September 3rd 2019.