

## Sydney Mechanic's School of Arts 2024 Board Nomination Form

For the position of Director of the Sydney Mechanics' School of Arts to be determined at the Annual General Meeting (AGM) to be held at 12.30pm on Tuesday, 12 March 2024.

**Nominations close at 5pm on Tuesday, 27 February 2024.**

Nomination forms must be lodged with the Chief Executive Officer, SMSA Level 3/ 280 Pitt St. Sydney NSW 2000 in person or by post, or by email to [ceo@smsa.org.au](mailto:ceo@smsa.org.au)

### Nominee Details

<b>Name</b>		<b>Standing for</b>	
<b>Phone no.</b>			
Please attach a recent photograph to this form or email your photo to <a href="mailto:ceo@smsa.org.au">ceo@smsa.org.au</a>			
Why are you standing for the Board of the SMSA, and what service and skill do you wish to contribute to the Board. (50 -100 words max.)			
Please provide a short biography outlining your experience and interests relevant to your nomination			

### I understand that if elected:

- (i) My term will be for three (3) years;
- (ii) A completed Declaration of Interest form is required and I attach it to this nomination form.

I hereby declare that I am eligible to stand for election in accordance with [By-law 13.3](#) of the SMSA and agree to perform the required duties in conformity with its Act of Incorporation, By-laws and policies, and attend compulsory Board training. I have read and understood the requirements of nominating for the SMSA Board.

Signature		Date	
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### Proposer details

<b>Name</b>		<b>SMSA Membership no.</b>	
<b>Phone</b>		<b>Email address</b>	

I hereby declare that I am eligible to nominate a candidate for election in accordance with [By-law 13.3](#) of the SMSA.

Signature		Date	
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### **Certification of Candidates eligibility to nominate for election**

I certify that this member is eligible to stand for election to the Board in accordance with [By-law 13.3](#) of the SMSA.

Signature		Date	
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**Lisa Harris – Chief Executive Officer.**

## **SMSA Board Duties & Responsibilities**

All eligible members are able to nominate for the Board. Recently, the Board has completed a skills audit of directors and has identified certain experience/skills that it wishes to augment on the Board. These are: Marketing, Government Relations, Business Operations, Legal and Fund Raising. Members with any of these skills or experience are encouraged to nominate.

### **Roles & Responsibilities:**

- Act in a manner consistent with the mission, values, and Code of Ethics of the SMSA, focusing on the organisation and not on personal goals.
- Be accountable to SMSA members and stakeholders.
- Work as a productive, cooperating member of the Board of Directors even when in a minority position on issues.
- Avoid conflicts of interest between membership of the Board and one's personal and professional life
- Ensure all confidential matters remain confidential.
- Regularly prepare for and attend meetings and fulfil all fiduciary obligations to the SMSA.

### **Time Requirement:**

The time commitment required from Directors is approximately 90 hours per year or about 8 hours per month for Board meetings (held monthly), Committee meetings and special events. In addition, we hold an AGM in March, one to two social events and at least one full day of strategic planning.

### **Compulsory Training:**

To ensure all directors maintain their skills, specific training will be arranged throughout the year and every director is expected to attend these sessions.