

## Sydney Mechanic's School of Arts - Board Nomination Form 2026

This form is to be completed for the position of Director of the Sydney Mechanics School of Arts.

Nomination forms must be lodged to Lisa Harris, Chief Executive Officer, Level 5, Suite 1, 280 Pitt St. Sydney NSW 2000 in person or via E: [ceo@smsa.org.au](mailto:ceo@smsa.org.au)

**Nominations for a position on the board close at 5pm on Tuesday, 17 February 2026.**

### Application Process for Board Positions

All applications for a board position at the Sydney Mechanics' School of Arts must be received by Tuesday 17 February 2026.

Please include a cover letter, professional resume and a completed nomination form, and return to the Chief Executive Officer.

- **Email:** [ceo@smsa.org.au](mailto:ceo@smsa.org.au)
- **In-Person:** Level 5, Suite 1, 280 Pitt Street, Sydney NSW 2000

### Application Outcomes

Successful applicants will be formally invited via email to an in-person interview. The email will provide details on the interview date and panel.

<b>Signature of applicant</b>		<b>Membership No.</b>	
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#### 1) Proposer details

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

**Lisa Harris – Chief Executive Officer.**

## **SMSA Board Duties & Responsibilities**

All eligible members can nominate for the Board. Directors are obligated to uphold the SMSA's Code of Conduct. The SMSA Board of Directors are responsible for the governance, management, and strategy of the organisation.

## **SMSA Directors Code of Conduct**

- 1.** The SMSA is constituted by the Sydney Mechanic's School of Arts Incorporation Act of 1886, and its amendments in 1929 and 1940 (SMSA Act).
- 2.** The SMSA is governed by a set of By-Laws which were adopted at a General Meeting of the Members on 3 December 2025 (By-Laws). The By-Laws may be amended from time to time in accordance with the terms of the By-Laws and the SMSA Act.
- 3.** To the extent that there is any inconsistency between the SMSA Act and the By-Laws, the SMSA Act prevails.
- 4.** The Associations Incorporation Act 2009 (NSW) (Associations Act) and its regulations (Regulations) apply to the SMSA and its committee members (hereinafter referred to as its directors). The Board of directors, or the committee, is hereinafter referred to as the Board.

### **The Purpose:**

The Board has adopted this Directors Code of Conduct. Under the leadership of its chair, the Board is to be proactive in implementing the SMSA's purpose, aspirations and values having regard to the legal framework described under the heading 'Background' above. Therefore, Directors are expected in performing their duties to act in such a manner that gives effect to the purpose, aspirations, and values of the SMSA.

### **This Code of Conduct is set out to address the following:**

- a.** The key obligations of the Directors under the SMSA Act, the Associations Act, and its Regulations.
- b.** To raise an awareness of other laws that apply to the dealings of the Directors in their capacity as directors of the SMSA.
- c.** To address the consequences of a breach of this Code of Conduct and the relevant laws; and
- d.** To gain a written commitment from each of the Directors to adhere to the Code of Conduct and the relevant laws (including the SMSA Act and By-laws), which you will be required to sign and adhere to.

### **Compulsory Training**

To ensure directors maintain their skills, training may be required and arranged throughout the year, and it is expected directors attend these training sessions.