

Notice of Nomination

24 June 2024

Dear Member,

**Banjima Native Title Aboriginal Corporation RNTBC (ICN-7971)
Invitation to nominate to become a Director**

Banjima Native Title Aboriginal Corporation (BNTAC) is seeking Expressions of Interest for three (3) Banjima Director positions.

An election will take place at the BNTAC AGM on Saturday, 16 November 2024 to appoint three new Directors to the BNTAC Board.

The term of appointment for these three elected Director positions is three years.

If you would like to nominate to become a Director, please complete the enclosed "Expression of Interest to be appointed as a Director" form and return it to the BNTAC office.

NOMINATIONS CLOSE: 4PM, FRIDAY 26TH JULY 2024

Completed and signed "Expression of Interest to be appointed as a Director" forms can be submitted to the BNTAC office in one of the following ways:

Email: elections@bntac.org.au

Post: PO BOX 6278 East Perth 6004

In Person: Level 1, 165 Adelaide Terrace, East Perth 6004

Please refer to the enclosed Information Sheet which sets out the eligibility criteria, roles and responsibilities of a Director.

The election of Directors will be undertaken in accordance with BNTAC's Rule Book and Elections Policy & Procedure. If you would like a copy of either document or have any queries in relation to director nominations, please contact elections@bntac.org.au.

Yours sincerely,

Ed Armstrong
BNTAC CEO

Director Information Sheet

This information sheet contains important information for members of Banjima Native Title Aboriginal Corporation RNTBC (**BNTAC**) who wish to nominate for election as a director of BNTAC.

Director Eligibility Criteria

To be appointed as a director of BNTAC at a general meeting, a person must:

- ✓ be a member of BNTAC.
- ✓ be able to demonstrate, or be willing to learn, the following qualifications:
 - ✓ financial literacy.
 - ✓ leadership experience.
 - ✓ experience with directorships and boards.
 - ✓ commitment to uphold all the legal duties, responsibilities and obligations of a Director.
 - ✓ absence of conflicting commitments.
 - ✓ is of high repute and recognised integrity and has not been convicted in, or named in a pending, criminal proceeding (excluding traffic violations and other minor offences); and
 - ✓ standing and respect within the Banjima People; and
- ✓ not have been disqualified from managing Aboriginal and Torres Strait Islander corporations under Part 6 5 of the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) (CATSI Act).

Role of a Director

The role of the board is to govern and oversee BNTAC's operations, rather than manage the day-to-day activities. This requires directors, working as a team, to:

- ✓ ensure legal and accountability requirements are fulfilled.
- ✓ follow and promote BNTAC's values.
- ✓ provide leadership and direction.
- ✓ strategically plan for the future.
- ✓ ensure BNTAC is viable – that it is legally compliant, financially solvent, and that risks are managed well.
- ✓ manage and represent BNTAC's membership.

Legal Duties of a Director

The directors of BNTAC have a range of personal legal duties under the CATSI Act and the BNTAC's Rule Book. In summary, these duties are:

- ✓ Put BNTAC's interest above any other interests the director might have – a director must act in the best interest of **all BNTAC's Members**, not a group of members
- ✓ Act with care
- ✓ Be honest
- ✓ Avoid any conflicts of interest by being open about any potential conflicts and, if needed, not be involved in discussions or decisions on the issue
- ✓ Do not get a personal benefit from being on the BNTAC board, other than reasonable remuneration that the members approve
- ✓ Do not share any confidential information

A director who breaches their duties may face civil or criminal penalties imposed by the Office Register of Indigenous Corporations (ORIC) or the police.

Responsibilities of a Director

The directors of BNTAC have the following responsibilities:

- ✓ attend and participate in all board meetings.
- ✓ be prepared for each meeting and stay up to date with what BNTAC is doing.
- ✓ raise relevant issues and propose resolutions to make decisions.
- ✓ speak, discuss and debate the issues.
- ✓ speak for the rights and interests of **all** BNTAC members.
- ✓ ensure BNTAC follows the Rule Book and CATSI Act.
- ✓ show respect to members and the community through their decisions and behaviour.
- ✓ tell the board about any material personal interests or conflicts.
- ✓ make sure that BNTAC has enough money to pay its bills and that BNTAC's money is being properly managed.
- ✓ be prepared to do training and participate in board education programs.

Expression of Interest to be appointed as a BNTAC Director

NOMINATIONS CLOSE: 4PM, FRIDAY 26TH JULY 2024

Full Name:	
Address:	
Phone:	
Email:	

Eligibility Declaration

I understand that a person is eligible for appointment as a director of BNTAC if they meet, and continue to meet, the below eligibility criteria. I declare that:

Eligibility for appointment as Director	Please Circle Yes or NO
I am a member of BNTAC	YES or NO
I have not been disqualified from managing Aboriginal and Torres Strait Islander corporations under Part 6 5 of the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> (Cth)	YES or NO
I am financially literate	YES or NO
I have leadership experience	YES or NO
I have experience with directorship and boards	YES or NO
I have the qualifications, or I am prepared to undertake training to gain the qualifications, described in BNTAC's Rule Book	YES or NO
I am committed to upholding all the legal duties, responsibilities and obligations of a director.	YES or NO
I am recognised to be of high repute and integrity.	YES or NO
I have not been convicted in, or named in a pending criminal proceeding (excluding traffic violations and other minor offences);	YES or NO
In a civil proceeding, I have not been found to have violated any federal or state securities or commodities law.	YES or NO
I have a Director Identification Number (required before appointment as a director)	YES or NO
I have attached a current National Police Clearance (must be provided)	YES or NO
I agree to abide by all BNTAC policies, including the Code of Ethic and Conduct	YES or NO

Consent to nominate as a director of BNTAC

I, _____, nominate to be appointed as a director of BNTAC. I consent to my name and a summary of my skills and experience being made available to BNTAC members.

I confirm that the information provided in this expression of interest is true and accurate. I understand that if this is found not to be the case, I may be ineligible to be appointed as a director of BNTAC.

If I am elected to be a director of BNTAC, I intend to accept that position.

Signed:

Date:

Relevant skills and experience

The legal duties and responsibilities of a director are serious and strict. The following information will help members decide which candidates have the best skills and experience to undertake these duties and represent BNTAC. The information will help members to choose between candidates.

A summary of this information will be available for members to consider.

Have you been or are you a director, or on a committee for any other organisation? If yes, please list the organisations and your past experience.

What skills and qualities do you have that will be beneficial to BNTAC if you are appointed as a director?

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