



PO Box 15525  
CITY EAST QLD 4002  
ABN 13 465 280 311  
ACN 600 080 073

Level 1, 25 Mary Street  
BRISBANE QLD 4000  
www.cotaqld.org.au  
P: (07) 3316 2999  
P: 1300 738 348  
F: (07) 3316 2900

Dear COTA Queensland Member,

**RE: Call for Nominations for COTA Queensland Board Directors**

Nominations are now open for two Director Positions on the Board of Council on the Ageing Queensland Ltd. These appointments will take effect from the 2017 AGM which is scheduled for Thursday 30 November.

Each candidate for election as an Elected Director must be proposed by an ordinary member or the nominated representative of an ordinary member who must be a current financial member of the Company at the time of the nomination or an honorary life member.

No ordinary member, nominated representative of an ordinary member or honorary life member may propose more than one (1) person as a candidate.

A nomination of a candidate for election under this rule must:

- (1) Be in writing;
- (2) Be signed by the candidate; and
- (3) Be signed by the proposer.

Please find below links to documentation providing further information relating to the nominations process. Note all nominations must be received at COTA Queensland by **5pm Thursday 12 October 2017**.

The two retiring Directors have indicated that they will be renominating for a further term.

If you require further information, please do not hesitate to contact the COTA Queensland Company Secretary, Mark Tucker-Evans via email [mte@cotaqld.org.au](mailto:mte@cotaqld.org.au)

Yours sincerely

**Peter Howells**  
**Chair of the Board**



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**NOMINATION FORM**

Mark Tucker-Evans  
 Company Secretary  
 COTA Queensland  
 PO Box 15525  
 CITY EAST QLD 4002

I wish to nominate the following natural person for election to the Board of Council on the Ageing Queensland Ltd.

**\*Nominees are required to complete the attached COTA Queensland – Nominee Profile.**

<b>Name of Ordinary Member: OR Nominated representative of Ordinary Member:</b>			
Nominee Name:		Signature:	
Nominated by:		Signature:	

Please confirm in writing that you do not have any conflicts of interest that would hinder, or be reasonably likely to hinder your ability to exercise independent judgement in decision-making as a Director			
Nominated Signature:		Date:	

**Please return by 5:00pm 12 October 2017**



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### NOMINEE PROFILE

This document and your CV will be provided to the membership in the event that you stand for election.

Nominee Name:	
Nominating Member:	
Qualifications:	
Areas of Interest (Personal and Professional):	
Current Employment:	
Please outline: <ul style="list-style-type: none"><li>- The relevant skills you bring to the role of COTA Queensland Board Director.</li><li>- The relevant experience you would bring to the role of COTA Queensland Board Director</li></ul> Your response should be a maximum of 2 pages and should address the identified competencies, skills and expertise as outlined in the Director Information Sheet.	
<b>N.B: Please attach Curriculum Vitae or other supporting documentation when returning the Nominee Profile.</b>	



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## COMPANY PROFILE

The Council on the Ageing (COTA) Queensland Ltd is the Seniors Peak organisation advancing the rights interests and futures of people as they age in Queensland. Key activities are focused on providing effective policy advice, community education and the planning and coordination of Seniors Week.

### Strategies for achieving objectives

- 1) To promote the World Health Organisation (WHO) Ager-friendly Cities and Communities initiative to enhance the lives of people as they age
- 2) To work collaboratively with older people, community organisations and government to develop and deliver appropriate services
- 3) To provide information to enable older people to make informed decisions
- 4) To develop a responsive, valued and sustainable organisation.

### Performance measures

The Company measures its performance in the agreed services delivered on time within budget and to agreed specification and through stakeholder satisfaction.

### Board of Directors

The constitution of COTA Queensland allows for a Board of up to nine (9) directors. Up to six (6) directors are elected by the membership and up to three (3) directors may be appointed according to skills, knowledge and experience. The Board have determined that the current Board size required to guide and monitor the business of COTA Queensland is six (6). At each AGM one-third of the Directors (i.e. Elected and Nominated Directors together) retire and may re-nominate for election.

### Eligibility and Desired Characteristics

On a personal basis Board Directors are expected to demonstrate leadership, strategic thinking, problem solving and critical analysis skills, high level communication skills and high standards of personal and professional ethics and integrity.

### Commitment

The Board of COTA Queensland meets face to face up to six times per year usually at 12 noon for approximately two hours on a week day. In addition, all Directors are expected to be a member of a Board Committee in Finance, Audit and Risk Management or Policy. These Committees meet on a regular basis. Board directors are also expected to attend the annual strategy day which may involve a whole day meeting.

For further information please contact the Company Secretary, Mark Tucker-Evans on 3316 2903 or email [mte@cotaqld.org.au](mailto:mte@cotaqld.org.au)

[www.cotaqld.org.au](http://www.cotaqld.org.au)

## DECLARATION

1. I am an ordinary member or the nominated representative of as corporate ordinary member or an honorary life member.
2. I am over 18 years of age
3. I am not an undischarged bankrupt under the laws of Australia or of another country.
4. I have not been convicted or indicted of an offence that:
  - a) Concerned the making or preparation in the making of decisions that affected the business or financial standing of COTA Queensland
  - b) Was a contravention of the Corporations Act 2001 (Cth) which was punishable by imprisonment for a period greater than 12 months;
  - c) Involved dishonestly which was punishable for at least 3 months or was against the law of a foreign country that was punishable by imprisonment for as period greater than 12 months
5. I have not perpetrated or participated in negligent, deceitful or otherwise discreditable business or professional practices
6. I have not been reprimanded, or disqualified or removed by a professional or regulatory body in relation to matters relating to my honesty, integrity or business conduct
7. I have not been involved in the management of a business or company which has failed and where that failure was due to deficiencies in that management
8. I have not been the subject of civil or criminal proceedings or enforcement action in relation to the management of an entity, or in relation to my professional activities, which were determined adversely against me (including by me consenting to an order or direction or given an undertaking not to engage in unlawful or improper conduct) and which reflected adversely on my competence, diligence, judgment, honesty or integrity
9. I have not been disqualified from being a board member for a registered charity by the ACNC Commissioner
10. I have read the information provided and am committed to the achievement of the objects of COTA Queensland
11. I possess the skills and ability to read and analyse COTA Queensland's financial statements to the extent that I can reach a reasonably informed opinion of COTA Queensland's financial position from time to time.

Signed:

Name:

Date:

**Please return with your other nomination papers to: Mark Tucker-Evans, Company Secretary [mte@cotaqld.org.au](mailto:mte@cotaqld.org.au) or COTA Queensland PO Box 15525 City East Qld 4002**