

Information Sheet

Responsibilities as a Member of the AHPA Board of Directors

The Australian Health Promotion Association is a Company Limited by Guarantee under the *Corporations Act 2001*. As a member of AHPA's Board of Directors you are a 'Company Director' as defined by the *Corporations Act*.

The *Corporations Act 2001*, along with the AHPA constitution, set out the responsibilities and requirements of members of the Board of Directors.

A brief guide about being a company director can be found on the ASIC website at <http://www.asic.gov.au/asic/asic.nsf/byheadline/Your+company+and+the+law?openDocument>

This guide outlines the legal requirements of being a company director. You should note that there are also legal requirements regarding nominating to become a company Director. These laws relate to bankruptcy and insolvency.

Anyone accepting nomination to the AHPA Board of Directors should ensure that they meet the requirements to become a company Director set out by ASIC.

There is a great deal of information about being a company Director on the internet. This includes:

- The Australian Institute of Company Directors have a good resource: Good governance principles and guidance for Not-for-Profit Organisations. It is available from: <https://aicd.companydirectors.com.au/~media/cd2/resources/director-resources/not-for-profit-resources/pdf/nfp-principles-and-guidance-131015.ashx>
- A simple information sheet on the duties of a company director has been prepared by the Queensland Government. It can be found at <http://www.ajml.com.au/downloads/resource-centre/references/operational-management/duties%20and%20responsibilities%20of%20company%20directors.pdf>
- *OurCommunity.com* has a great deal of information about being on Boards. While much of it is written with Incorporated Associations in mind (as opposed to Companies Limited by Guarantee), it is for the most part, relevant and useful to AHPA members thinking about becoming a member of the Board of Directors. http://www.ourcommunity.com.au/boards/boards_article.jsp?articleId=1297

Nomination Form for the AHPA Board of Directors 2019 - 2020

*Parts A, B & C must all be completed for a nomination to be accepted.
Please print clearly*

Part A - To be completed by Nominator:

I nominate (please print) _____ to become a Director of the **Australian Health Promotion Association Ltd.**

Signature _____ Membership ID _____ Date __ / __ / __

Name of Nominator (printed) _____

Address _____

Postcode _____ E-mail _____

Part B – Nomination seconded by:

Print Name _____

Membership ID _____ Date __ / __ / __

Seconded by (signature) _____

Address _____

Postcode _____ Email _____

Part C - To be completed by Nominee:

I have read the 'Responsibilities as a member of the AHPA Board of Directors' and accept the nomination. If elected I agree to participate actively in the business of the Association as per the Constitution and requirements of the Corporations Act 2001.

Signed _____ Membership ID _____

Print Name _____

Address _____

Postcode _____ E-mail: _____

Completed nomination forms to be emailed to:

Returning Officer Suzanne Gleeson for the Australian Health Promotion Association Ltd
E: Suzanne.Gleeson@health.nsw.gov.au

Closing date for nominations – 5pm EST 8th May 2019