

PeakCare Board Election 2024

Candidate Nomination Pack

October 2024

Children | Young People | Futures

This is an exciting opportunity for passionate individuals to help shape the future of Queensland's child and family sector.

For over 40 years, PeakCare has been a strong and trusted advocate for children, young people, and families across Queensland. This year, we're also celebrating 25 years of PeakCare in its current form.

The last decade has seen significant change for the sector. In the last five years, as the number of children, young people and families receiving non-government support has continued to increase, there has never been more need for strong peak body leadership to represent its members and the children, young people, families and communities they support.

Becoming a member of PeakCare's Board of Governance presents an exciting opportunity to contribute to the ongoing transformation and enhancement of Queensland's child protection and family support systems. As Queensland's child and family peak body, PeakCare advocates for policy reforms, strengthens the capacity of its members, and champions the rights and well-being of children, young people, and their families.

By joining the Board, you will be part of a leadership team committed to driving systemic change in improving outcomes for children and communities right across Queensland.



Continuing PeakCare board members

Position	Name
Chairperson	Kym Langill
Treasurer	Vivien Bull
Executive Member	Joanne Allen-Keeling
Executive Member	Tom McIntyre



Positions included in 2024 election

Position	Name
Vice-Chairperson	Carly Jacobitz
Executive Member	Carol Ronken
Executive Member	Michael Currie

While the Vice-Chair position is vacated by this election, nominations for the role will be considered by the Board internally after the three general vacant positions have been filled.

About Us

Our Strategic Intent

PeakCare's Strategic Plan 2024-29 has children and young people at the centre of all we do. Our vision is to see that Queensland children, young people and families in all their diversity are thriving, with access to support when and where it's needed. The plan outlines PeakCare's dedication to:

- **Policy & Advocacy**
We collaborate with a diverse range of partners to create new and better ways of supporting children, young people and families in Queensland.
- **Innovation & Partnerships**
We use our independent voice and evidence-based analysis to influence policies and practices which improve outcomes and better support the rights of children, young people and families in Queensland.
- **Capacity Building**
We support and equip our members and the sector through education, awareness raising, training and development to enhance their skills and knowledge in delivering quality services to children, young people and families in Queensland.
- **Research**
We undertake, translate, and promote the best available knowledge, research and insights into new practices, policies and reforms to ensure the child and family sector is best equipped to improve outcomes and foster greater wellbeing for all Queensland children, young people and families.

Board members play a pivotal role in ensuring PeakCare's strategies and actions are aligned with these priorities, ensuring good governance over the organisation's efforts in policy improvements, advocacy, and improving the overall wellbeing of Queensland's children, young people, and families.

Get Involved

Nominations are now open

PeakCare's Annual General Meeting (AGM) is on Friday 29 November 2024, and we invite nominations to stand for election to fill three vacant Board positions.

This election process provides a valuable opportunity to contribute to the governance, strategic direction, and leadership of PeakCare, ensuring our continued advocacy for children, young people, families, and the organisations that support them.

Nominations are open from Monday 14 October and close 5.00pm AEST Monday 28 October 2024.

What we are looking for in Board members

PeakCare's Board members bring a wealth of experience, knowledge, and a passion for better outcomes for children and young people, and their families and community.

As part of the Board, you will help shape the delivery of PeakCare's strategic plan, ensuring we remain at the forefront of influencing meaningful reforms in Queensland's child protection and family services sectors.

PeakCare strongly encourages Aboriginal and Torres Strait Islander candidates to nominate, and those with diverse backgrounds, skills and experiences and working careers to consider applying.



Responsibilities of the Board

Board members of PeakCare play a vital role in the governance and strategic direction of the organisation, ensuring its mission and objectives are met. Their key responsibilities include:

- **Purpose, Vision, and Strategy**
Board members define, oversee, and regularly review PeakCare's purpose, vision, and strategy, ensuring alignment with the needs of the sector supporting Queensland's children, young people, and families.
- **Roles and Responsibilities**
Board members ensure there are clear, documented roles and responsibilities across the board and management to maintain transparency and accountability. This includes delegation where appropriate.
- **Board Composition and Effectiveness**
The board is expected to maintain a diverse mix of skills and perspectives. Regular evaluation of the board's performance ensures it remains effective in delivering on PeakCare's strategic objectives.
- **Risk Management**
Board members are responsible for overseeing a proactive risk management culture. This includes identifying, assessing, and mitigating risks that could impact PeakCare's mission or operations.
- **Performance and Accountability**
Board members closely monitor financial health and organisational performance, ensuring resources are used effectively and the organisation's impact is measured.

In fulfilling these responsibilities, PeakCare's board members must act in the best interests of the organisation and its beneficiaries, ensuring the sustainability and effectiveness of its operations.

Time commitment & remuneration

As a member of PeakCare's board, the minimum time commitment is three hours per quarter for meetings, with additional pre-reading, occasional shorter meetings for special purpose, and event attendance where board representation is required.

The positions are available on a volunteer basis, with expenses paid for official board representation activities as per rule 21 of the constitution.

Eligibility

- Only Full Members of PeakCare are eligible to nominate candidates. Associate members are unable to stand, nominate or vote.
- Nominations are open to the registered representatives of Full Member organisations. Representatives must not be PeakCare employees or government employees and must adhere to the duties of a Board Member under the applicable law (Corporations Act 2001).
- If an organisation needs to change their registered representative, please contact Association Secretary **Jennifer Inoue** jinoue@peakcare.org.au

As per **rule 22.4** of PeakCare's Constitution, candidates must:

1. Be adults
2. Be representatives of Full Member organisations
3. Not be ineligible under section 61A of the Associations Incorporation Act 1981 (Qld).

Nomination process

There are two key parts to nomination for candidacy.

1. Complete a Nomination Form

The representative of any Full Member (i.e. Organisation) can nominate a candidate (i.e. an Organisational Representative) by submitting a written nomination form. The form must be signed by the nominee (candidate) and the Full Member who nominated them (not the same person). The nomination form is enclosed at the end of this pack.

2. Candidate Election Statement

Candidates are required to submit a **Candidate Election Statement** along with their nomination form. This statement will be shared with Member organisations and published on PeakCare's website.

Tips for a great candidate statement

Format and content guidelines

The candidate statement should be one-two pages long and submitted as a Word document. Statements will be compiled into a single candidate book for consideration by the membership, therefore minimal formatting is required.

Key sections should include:

1. **Your full name** and preferred pronouns.
2. **Current employment details**, including your job title, the name of your organisation, and a brief description of your role. Include the range and type of services for which you are responsible, as well as the geographic area your role covers (if relevant).
3. **Relevant experience** in governance and key skills and knowledge you can contribute, including:
 - Current or previous experience as an office-bearer or member of a board
 - Reporting to or engaging with a board or management committee
 - Other experiences that demonstrate governance competence in the not-for-profit or peak body sector
4. **Professional qualifications** or membership of professional associations relevant to your candidacy.
5. **Motivation and attributes**. Explain how your personal characteristics, professional skills, and passion for child and family services align with the values and association objects of PeakCare, and how they could add value to the composition of the Board.
6. **Additional Documents**. Please submit a head-and-shoulders photo of yourself in JPEG format, along with your signed Nomination Form.

IMPORTANT

Required Declaration

You are required to provide a written declaration confirming your ability and willingness to;

1. Comply with PeakCare's Board Charter, Code of Conduct, and all associated policies
2. Maintain a current Blue Card (working with children check) and immediately report any suspension or cancellation of the card
3. Perform your duties in accordance with the Australian Charities and Not-for-Profits Commission's Governance Standards and Not-for-Profit Governance and Principles set out by the Australian Institute of Company Directors
4. Perform your role in accordance with the Corporations Act 2001 and confirm you either have or will obtain a Director Identification Number (DIN) before taking office.

Election Rules

As per **rule 22.1(b)** of PeakCare's Constitution, each Full Member organisation present and eligible to vote at the AGM may vote for one candidate per vacant position. If more candidates are nominated than there are vacant positions, a secret ballot will be conducted electronically by an independent third party before the AGM. The result of this ballot will be announced during the AGM and will be binding as a resolution of the meeting (as per **rule 22.2**).

The list of candidates, along with their Full Member affiliation and the names of their nominators, will be posted on PeakCare's website for at least 14 days before the AGM or the commencement of the secret ballot (as per **rule 22.5**).

Key Dates

- **Nominations Open**
Monday 14 October 2024
- **Nominations Close**
5.00pm AEST, Monday 28 October 2024
- **Annual General Meeting**
11.00am AEST, Friday 29 November 2024

All candidates will be notified of the election outcome as soon as possible after the AGM.



Join Us

For further information about PeakCare's Board election process or for a confidential discussion, please reach out!

Jennifer Inoue, Association Secretary

M 0499 021 719

E jinoue@peakcare.org.au

We look forward to hearing from you and receiving your nomination to help lead PeakCare's impact as Queensland's peak body for child and family services.

peakcare.org.au



Nomination Form 2024

I hereby nominate			
Name of nominated candidate			
For a position on the PeakCare Queensland Incorporated's Board of Governance			
Name of proposer		Organisation	
Signature		Date	

Note: any Full Member of the Association may nominate the representative of that Full Member (the Candidate) to serve as a member of the Board.

Nomination Acceptance

I accept this nomination to the PeakCare Queensland Incorporated Board of Governance and confirm that my organisation is a financial member	
Signature of nominated candidate:	

Nominations are due via email no later than 5.00pm AEST on Monday 28 October 2024

Please ensure you include: signed Nomination Form, completed Candidate Statement, Director ID, and signed Declaration

Ms Jennifer Inoue

General Manager, PeakCare

E jinoue@peakcare.org.au