



Children's Services
Since 1895

NOMINATION PACK

2025 ELECTION OF THE BOARD OF DIRECTORS

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Please Note: The 2024 Annual Report can be downloaded for information from the KU Children's Services (**KU**) website (www.ku.com.au) at least 21 days prior to the date of the Annual General Meeting.

1. INFORMATION FOR NOMINEES

The KU Board welcomes interest from its members for election to the Board. The Board's commitment is to ensure that:

- ▶ All nominees have a practical understanding of KU's Constitution relating to the election of a Board member. A copy can be downloaded from the KU website (www.ku.com.au)
- ▶ All nominees understand the legal and ethical obligations and responsibilities of the Board membership at the time of accepting a nomination for election to the Board.
- ▶ The election processes are fair and equitable to all candidates.
- ▶ In this regard, and in accordance with the KU Constitution this information pack is forwarded to members who wish to stand for a position on the Board.
- ▶ Nominees are to provide a range of documentation in support of their nomination – see the checklist below.

Eligibility:

All KU Members, including Parent Members, General Interest Members and Life Members, can stand for election and vote at the KU Annual General meeting (AGM).

To become a Parent Member, you must be a parent with a child at one of our services or programs and complete the online Parent Membership Application on the Xap system annually. Only one parent of each enrolled child may become a Parent Member annually.

A second parent wishing to become a member may apply to become a General Interest Member by completing and submitting the *General Interest Member Form* each year. This Membership Form can be downloaded from the parent section of www.ku.com.au or obtained from your service director.

Any other persons who have an interest in KU may apply to become a General Interest Member by completing the General Interest Member Form.

2. REQUIREMENTS AND EXPECTATIONS

Before being elected to the Board, candidates are required to **provide KU** with the following documentation to be considered for Board positions:

- ▶ A completed *Nomination Form* signed by the candidate, and Nominators' 1 and 2
- ▶ *Consent to Act as Director Form*
- ▶ Full Resume

Please Note: KU undertake Historical Personal Name Register and Banned and Disqualified Register searches.

After being elected to the Board:

- ▶ Directors are **restricted** in joining the Board and Board Committees if they have not received notification of their Working with Children Check (or equivalent) in NSW, Victoria, ACT and Queensland, an Australian Federal Police Digital National Police Certificate and a Bankruptcy Register Search from <https://services.afsa.gov.au/brs/search>.
- ▶ Directors are **required to complete** the following documentation / processes as persons with Management or Control of a service in accordance with legislative and /or regulatory requirements in NSW, Victoria, ACT and Queensland within the following time frames:

Legislative requirement	Documents required
PRODA (Provider Digital Access) Access government online services - Within 10 days from joining the Board	Once joining the Board, directors must register for an individual PRODA account using the following documentation: <ul style="list-style-type: none"> ▶ Identity Documents as listed on the PRODA Form
Australian Children’s Education & Care Quality Authority (ACECQA) PA02 Form - Within 14 Days after joining the Board	KU must lodge the ACECQA <i>PA02 Declaration of Fitness and Propriety Form</i> completed by the director with the following documentation: <ul style="list-style-type: none"> ▶ Marriage certificate (if known by another name/former name) ▶ One of the following: <ol style="list-style-type: none"> a. Current passport b. Current drivers’ licence c. Current proof of age card ▶ Evidence of current NSW, VIC, ACT and QLD Working with Children Checks ▶ Full resume
National Disability Insurance Scheme (NDIS)	Complete the following: <ul style="list-style-type: none"> ▶ National Disability Insurance Scheme (NDIS) Worker Screening Check ▶ The online Worker Orientation Module called ‘Quality, Safety and You’

<p>Australian Charities and Not-for-Profits Commission (ACNC)</p> <p>- Within 28 days of joining the Board</p>	<p>KU to register the following details of a director:</p> <ul style="list-style-type: none"> ▶ Given names, family name, date of birth ▶ Any other names they are known by ▶ Their residential address ▶ Their contact phone numbers, email addresses ▶ The position they hold and the date they became a Responsible Person
<p>Australian Securities and Investments Commission (ASIC)</p> <p>- Within 28 days of joining the Board</p>	<p>KU to lodge a <i>Notice of Personal Details</i> of a director:</p> <ul style="list-style-type: none"> ▶ Full Name ▶ Date of Birth ▶ Place of Birth ▶ Any former names ▶ Residential Address; and appointment date

- ▶ KU will assist with these processes as required and refund expenses with receipts. KU holds Directors' and Officers' insurance for all KU directors.

Board giving

KU recognises the commitment and contribution that directors' make in volunteering their time and expertise through their service as a Company Director. Directors can contribute to the **KU Marcia Burgess Foundation** throughout their KU tenure in a way that aligns with their personal circumstances and capacity. Examples of such contributions include donations, fundraising activities, philanthropy and facilitating introductions to potential funders, foundations, trusts and partners.

Time commitment

KU directors are expected to attend all Board and Board Committee meetings of which they are a member. Normally, 8 Board meetings per annum are held and Board Committees meet as required. Additionally, special Board meetings can be called within 48 hours' notice to consider urgent matters.

As a voluntary director you will be expected to attend/ participate in a range of induction activities including:

Essential:

- ▶ Governance familiarisation with the Chair
- ▶ Online Board induction with the CEO and Executive Team
- ▶ Online Approved Provider Regulation training and Anti-discrimination training with KU
- ▶ Facilitated visits to a range of KU services/programs

- ▶ Approximately 8 weekday Board meetings per year (6 via zoom and 2 in person)
- ▶ Directors typically sit on one or two Board committees that meet between 3 to 4 times a year via zoom during the week
- ▶ KU Board Strategy Day, a dedicated weekday
- ▶ Two evening Board dinners per year
- ▶ Attendance at the Annual General Meeting

Strongly Encouraged:

- ▶ KU Annual Conference (a dedicated day on a weekend)
- ▶ One service-based function per year

Further information

Existing Board Members welcome the opportunity to talk to potential candidates for election and encourage candidates considering standing to take up this opportunity.

For more information, please contact Ciara Gilleece, Company Secretary at CompanySecretary@ku.com.au.

Checklist of necessary completed documentation

Document	Attached
1. Nomination Form	
2. Consent to Act as Director Form	
3. Cover Letter and full Resume	

3. PRIORITY BOARD SKILLS BEING SOUGHT

KU welcomes nominations from candidates with a range of different cultural, social and ethnic backgrounds for election to the KU Board including Aboriginal and Torres Strait Islander Peoples. To ensure diversity and the appropriate mix of skills, the Board is looking for skills and experience in the following areas:

- ▶ Early Childhood Education/Research
- ▶ Organisational Strategy and Transformation
- ▶ Technology/Cyber Security/AI

4. NOMINATION FORM

We the undersigned, being members of KU, do hereby nominate:

<p>Nominee</p> <p>Full Name: _____</p> <p>Residential Address: _____</p> <p>Telephone: _____ Mobile: _____</p> <p>Email Address: _____</p> <p>Parent Member <input type="checkbox"/> General Interest Member <input type="checkbox"/> Life Member <input type="checkbox"/></p> <p>Name of KU service or Program (if a Parent Member): _____</p> <p>Signature _____ Date: _____</p>

for election to the Board of Directors of KU.

(A Nominee must be nominated by two members who are already members prior to the date of making the nomination).

<p>Nominator 1</p> <p>Full Name: _____</p> <p>Full Address: _____</p> <p>Signature: _____ Date: _____</p>

<p>Nominator 2</p> <p>Full Name: _____</p> <p>Full Address: _____</p> <p>Signature: _____ Date: _____</p>

Declaration

I, _____, being the Nominee, hereby:

(Full Name of Nominee)

- i) Consent to my nomination for election to the position of Director of KU and agree to act in accordance with the Constitution of KU.
- ii) Declare that I am eligible for election under Clause 72 (How are Directors nominated?) of the KU Constitution.
- iii) Agree to conduct my affairs within KU's own desired culture and values.
- iv) If elected, I will keep confidential all Board discussions and all Board papers to which I have access during the tenure of my directorship and to a date seven years after the date upon which my directorship ceases. "Board papers" include all written communications to me including Board papers, submissions, minutes, letters, memos, Board Committee papers and copies of other documents made available to me (in any medium whatsoever) or referred to in any of the above documents during the time that I am a Director.
- v) If elected, I am available to attend all Board meetings (save for in exceptional circumstances), committee meetings of which I am a member, any Board strategic planning sessions and to participate in professional development.

Details of conflict of interest (directly and/or indirectly, if any):

Dated this _____ day of _____ 2025

Signature: _____

5. CONSENT TO ACT AS DIRECTOR FORM

I consent to act as Director of KU Children's Services 89 000 006 137.

Full Name	Address	Business Occupation
Place of Birth:		
Date of Birth:		

Dated this _____ day of _____ 2025

Signature: _____

Section 201D of the Corporations Act 2001 (Cth) provides that a company contravenes this subsection if a person does not give the company a signed consent to act as a director of the company before being appointed. Further, the company must keep the consent.

Notification of change in personal details

If there are any changes in my personal details I will notify the Company within 7 days after the change.

The Nomination Form (4) and Consent to Act as Director Form (5) must be received by no later than **5.00pm** on **Thursday, 10 April 2025** along with a Cover Letter supporting the application, and a full Resume.

Return via post:

Company Secretary
KU Children's Services
Box Q132
QVB Post Office NSW 1230

or via email: CompanySecretary@ku.com.au