



FOSTER CARER MEMBER REPRESENTATIVE BOARD MEMBER NOMINATION FORM

Use this form to nominate a Foster Carer Member Representative to the Caring Families Aotearoa Board at the next Annual General Meeting. Both the nominator and nominee must be full members.

Please ensure that both the candidate and two nominators sign and fill in the form.

The biography information recorded below will be used as the candidate profile and circulated for the ballot.

Candidate Name:		
Contact Details:	Daytime Ph:	Mobile Ph:
Email:		
Address:		
Occupation:		
Please include a short biography about yourself to be circulated to the membership for the ballot, along with a photo of yourself (Biography needs to be approximately 300 words).		

Please refer to the constitution, particularly to the following paragraphs.

- 11.3 The Board comprises no less than seven (7) but no more than nine (9) governors – made up of Foster Carer members and other governors with governance/specialist skills.
- 11.6 Any election for Foster Carer Members on the Board shall be held at the Annual General Meeting. The Board must approve each and every nomination before eligibility for election as a Foster Carer Member.
- 16.4. No Foster Carer member nominations shall be accepted from the floor at the Annual General Meeting.

Below is a skills, experience and competency table to use for selection of the representative to the Board (1 being the lowest and 5 being the highest).

Skills/Experience	Competency	1	2	3	4	5
Sector Knowledge	Experience and understanding of the Foster care sector.					
Board of Directors	Experience in serving on public sector, private sector or not-for-profit boards. Experience with good governance policies.					
Business Planning	Experience in business/corporate planning for boards.					
Leadership	Experience serving as Committee chair or in other leadership positions.					
Team-work	Experience with serving on committees /teams.					
Strategic Planning	Experience with planning, evaluation and implementation of a strategic plan. Includes a demonstrated ability to focus on longer term goals and strategic outcomes, as separate from day-to-day management and operational experience.					
Executive performance review	Understanding of HR/personnel considerations and issues for executive recruitment, compensation structures and performance review processes.					
Accounting knowledge	Understanding of financial reporting and knowledge of other considerations and issues associated with the auditing requirements for our not-for-profit Board.					
Financial / delegated authority	Understanding of financial operational management and the proper application of internal controls.					
Risk assessment	Experience in the process of identifying principal risks to ensure that management has implemented the appropriate systems to manage risk.					
Organisational management	Understanding of organisational design, structure and management.					

All Caring Families Aotearoa Board members will need to sign:

- Code of Conduct
- Confidentiality agreement
- Police vetting form
- Governance Charter

Voting for all position will be carried out at the AGM according to Caring Families Aotearoa constitution.

I, _____ agree to be nominated for the position of Foster Carer Member on the Caring Families Aotearoa Board.

Signed:

(Candidate)

Date

Nominator's Details:

Nominator's must be either full members or life members. Our current full member definition is:

A full member is an individual foster carer or a person who the CEO deems is actively involved with the organisation.

Nominator 1 Name:		
Contact Details:	Daytime Ph:	Mobile Ph:
Email:		
Signature:		
Date:		

Nominator 2 Name:		
Contact Details:	Daytime Ph:	Mobile Ph:
Email:		
Signature:		
Date:		