Call for Director Nominations - 2016

About the Living Future Institute of Australia

1. The Living Future Institute of Australia (LFIA) is a public company limited by guarantee, established in 2012 by a passionate founding committee as a visionary hub for restorative programs and action within Australia. The Australian Institute provides training, support, and design initiatives across four innovative international programs: The Living Building Challenge, The Living Community Challenge, Just, and Declare.
2. Currently there are 6 active Directors and 2 Independent Directors (listed at: <http://living-future.org.au/about/board-members/>)
3. The LFIA’s Constitution provides for not less than 3 and not more than 10 directors.

Overview of the Role and Responsibilities of Directors

1. The directors are responsible for the Company's overall strategy and governance
2. The Company and Directors are subject to the provisions of the Corporations Act 2001 and the LFIA’s Constitution
3. The Constitution provides that Directors must retire at the second Annual General Meeting after their appointment, but may offer themselves for reappointment.
4. The Directors are not presently remunerated (but may be reimbursed for expenses incurred in performing their duties in accordance with Company policy).
5. It is anticipated that Directors will:
* sign the Partnership Charter, which defines our code of conduct
* attend and actively contribute to board meetings (held 6-12 times per year, often by dial-in rather than personal attendance)
* contribute a minimum of 2 hours per week to LFIA activities
* contribute to the planning and awareness of LFIA events and training courses
* assist in the co-ordination and awareness of LFIA events and training courses in their state
* identify prospective Members and encourage take-up of Membership
* be a point of contact for Members in their state; and
* undertake specific tasks as assigned by the Board.

Important information about the nomination of Directors

* Only LFIA Members recorded in the Members' Register as of the date of that the Nomination of Director Form is due are entitled to nominate Directors
* Members making Director nominations must clearly identify the name in which their Membership is held in the Nomination Form (attached).
* Director nominations must be received by the Secretary of the Company at admin@living-future.org.au by **26 August 2016** (the Nomination Date). Nominations received will be acknowledged by return email.
* Director Nominees must confirm in writing that they consent to the nomination. This consent must be received by Secretary the Company at admin@living-future.org.au by the Nomination Date.
* Together with their Consent, Director Nominees must also provide, not later than the Nomination Date, a profile of their background to be provided to Members (see below). Director Nominees are not obliged to attend the Annual General Meeting.
* Ballot papers, if required (only if the number of nominations exceeds the number of vacant board positions), will be distributed along with the Director profiles.

Process of Appointment

Directors will be appointed by vote at the Annual General Meeting to be held at 5:00pm AEST on Thursday, 29 September. The meeting will be held at McLachlan Lister, Level 1, 1 Hickson Rd, Sydney, NSW and via video conference.

Nomination of Director Form

This form, along with your profile, must be received by the LFIA by **26 August 2016**.

**NOMINEE INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Signature  |  |
| Address |  |
| Phone  |  |
| Email |  |
| LFIA Member (Y/N) |  |
| Other Memberships |  |
| Employment |  |
| Type of organisation |  | Architecture Firm |  | Professional Association |
|  | Builder/Construction Company |  | Real estate or Financial Consultant |
|  | Developer |  | University or College |
|  | Engineering Firm |  | Scientists |
|  | Manufacturer |  | Artists |
|  | Local, State or National Government entity |  | Other – please nominate |

Please note any of the following skills or experience that the Nominee possesses.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Finance, accounting |  | Management, administration |
|  | Grant writing |  | Nonprofit experience |
|  | Fundraising and special events |  | Teaching experience, research |
|  | Advocacy  |  | Contacts, networking |

**NOMINATORS**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Signature  |  |
| Address |  |
| Phone  |  |
| Email |  |
| LFIA Member (Y/N) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Signature  |  |
| Address |  |
| Phone  |  |
| Email |  |
| LFIA Member (Y/N) |  |

Nominee Profile

This form, along with your Nomination Form, must be received by the LFIA by **26 August 2016**.

To be eligible for appointment, Nominees must submit a Nominee Profile, which should be less than 500 words and include:

* A statement of why they wish to be considered for the role of Director of LFIA
* A summary of current business activities
* Short career background
* Whether or not they are a Member of the LFIA
* Involvement with LFIA or other industry associations
* Other relevant information to assist Members in assessing the nominee's credentials for directorship
* If a current Director, a summary of their contribution to date.

If you have any questions, just drop us a note at admin@living-future.org.au

Nominee Profile