

## **Link-Up (Qld) Aboriginal Corporation**

### **NOMINATIONS COMMITTEE - TERMS OF REFERENCE**

**Objective:** To ensure the annual election of directors is based upon:

- valid nominations of eligible candidates
- informed members when exercising their right to vote

**Composition:** The Committee will consist of three (3) Link-Up (Qld) directors, none of whom are standing for re-election in the relevant year. Such directors will be seconded to the committee by resolution of the Link-Up (Qld) Governing Committee.

#### **Responsibilities:**

- 1) to ensure all nominations received conform with the requirements of the Link-Up (Qld) Board Election Rules and Procedures.
- 2) to vet each nomination so as to ensure:
  - only 'active' members (as defined) are nominated
  - such active members are nominated and seconded by active members
  - biographies of nominated members are accurate, not defamatory and do not exceed the word limit
  - nominees meet the director eligibility criteria of Rule 8.2 of the Constitution
- 3) to ensure each nominee has signed a Director 'Consent to Act'.
- 4) to ensure additional nominations received after the advertised cut-off time are not admitted to the election process.
- 5) to supervise the compilation of the election brochure for distribution to members.
- 6) to determine, by lot, the order of candidates' names on the ballot paper to be distributed to members.
- 7) to ensure all election materials distributed to members occurs within the timeframes specified in the Board Election Rules and Procedures document.

**Voting:** all decisions on acquittal of the above responsibilities will be made by a simple majority vote.

**Minutes:** all proceedings of each meeting of the Nominations Committee will be minuted and secured with the Link-Up (Qld) Directors' minutes.

The Nominations Committee is not to otherwise be involved in any duties the responsibility of the Returning Officer (who is an independent, non- Link-Up officer).

BC Jameson  
Administrator  
November 2007