

## NCOSS AGM 2025: BOARD ELECTION

### Nomination to NCOSS Board: Nomination Form (Part 1)

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Name) (Home address)

declare that I am eligible to be elected as a Director of NCOSS in my capacity as (select the category that applies and complete as required):

- ☐ a current financial individual NCOSS member
- ☐ the nominated representative of the current financial NCOSS member organisation

\_\_\_\_\_, of \_\_\_\_\_.  
(Organisation name) (Organisation address)

I declare that I have not been disqualified from managing a corporation under the *Corporations Act 2001* (Cth) or from being a responsible entity under the *Australian Charities and Not-for-Profits Commission Act 2012* (Cth).

I hereby accept nomination for election to the NCOSS Boards consent to act as an NCOSS Director if elected.

#### Nominee's signature

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date of signature)

#### Proposing and seconding the nomination

Please see the Explanatory Notes for requirements relating to proposing and seconding a nomination.

**I propose the nomination of the above  
named candidate for election to the NCOSS  
Board of Directors**

\_\_\_\_\_  
(Name of Proposer)

**I second the nomination of the above  
named candidate for election to the NCOSS  
Board of Directors**

\_\_\_\_\_  
(Name of Seconder)

I am (select the applicable category):

- ☐ an individual NCOSS member
- ☐ the nominated representative of NCOSS member organisation

---

(Member organisation name)

---

(Signature of Proposer)

---

(Date of signature)

I am (select the applicable category):

- ☐ an individual NCOSS member
- ☐ the nominated representative of NCOSS member organisation

---

(Member organisation name)

---

(Signature of Seconder)

---

(Date of signature)

## NCOSS AGM 2025: BOARD ELECTION

### Nomination to NCOSS Board: Nomination Form (Part 2)

#### Nominee's Details

See the Explanatory Notes for information on how your information will be used.

Name	
Date of Birth	
<a href="#">Director ID</a>	
Phone	
Email	
Residential address	

#### Candidate information

1. Please provide your current position, professional qualifications and the name/s of any Boards you are currently serving on, or have served on in the past three years

2. Why do you want to join the NCOSS Board? (Max 500 words)

3. Please outline the skills and experience you would bring to the NCOSS Board, if elected. (Max 300 words)

# NCOSS AGM 2025: BOARD ELECTION

## Explanatory notes

### Status of the Explanatory Notes

The Explanatory Notes form part of this Nomination Form.

### What is a nominated representative of an NCOSS member organisation?

A member organisation's nominated representative is the person nominated by the organisation to be their representative for the purposes of NCOSS membership. This includes standing for election to the Board, proposing and voting on resolutions, and voting in Board elections. This is usually the Chair of the organisation's board or CEO, but may be any person the organisation chooses.

### Who is eligible to stand for election as an NCOSS Director?

To be eligible for election to the NCOSS Board, a nominee:

- **must** be the nominated representative of an NCOSS member organisation or an individual member which is a current financial member
- **must** have a Director ID (Director Identification Number); and
- **must not** be disqualified from managing a corporation under the *Corporations Act 2001* (Cth) or from being a responsible entity under the *Australian Charities and Not-for-Profits Commission Act 2012* (Cth).

### What is a Director ID (Director Identification Number) and how do I get one?

Under the Australian Government's Corporations Laws, all directors of a company need a Director ID or Director Identification Number (DIN) before they can be appointed to a company's Board – or, in our case, elected to the Board. This is because, under the NCOSS Constitution, a person duly elected to the NCOSS Board becomes a Director as at the date of the AGM.

The Director ID or DIN is a unique identifier issued once to each person who is a Director or wants to become a Director. It's intended to prevent illegal activities where one company ceases to exist and a new company is established as a separate legal entity to continue the business without existing liabilities.

It's free to apply for a Director ID from the [Australian Business Registry Services \(ABRS\)](#), but you will need to provide the documentation the ABRS requires to establish your identity.

### Who is eligible to propose or second a candidate's nomination?

For a nomination to be valid:

- it must be proposed by a person who is the nominated representative of an NCOSS member organisation or an individual member

- it must be seconded by a person who is the nominated representative of an NCOSS member organisation or an individual member
- the proposer and the seconder must be a current financial member of NCOSS at the time the nomination is made
- an NCOSS member may only propose one nominee, but may second the nomination of any number of candidates.

### Personal information and Candidate Information

- **Nominees:** As a nominee, your name and the candidate information you provide will be made available to all NCOSS members and anyone else entitled to receive the formal Notice of Meeting. If elected, your name, photo and bio will be published on the NCOSS website. Other personal information will remain confidential, except to the extent NCOSS is required to disclose it to a regulator or in accordance with the requirements of any law.
- **Proposer and seconder:** Your name as the proposer and seconder of the nominee, and (as relevant) the member organisation for which you are the nominated representative, will be provided to all NCOSS members and anyone else entitled to receive the Notice of Meeting.

### Instruction for filling in, and submitting, this form

- Nominations must be in writing, using this nomination form, and signed by the proposer, the seconder and the nominee.
- The form may be signed in counterparts. That is, the nominee, the proposer and the seconder may each sign separate but identical copies of this form.
  - To be considered identical, all of the details of Part 1 of this form must be completed, other than the signatures (as relevant) of the nominee, proposer and seconder and the date/s of their signatures.
- Electronic signatures are accepted.
- Both Part 1 and Part 2 of the nomination form must be completed in full. Incomplete nominations will be sent back to the candidate.
- Completed forms – including forms signed in counterparts – must be submitted by **11.59pm on Sunday, 5 October 2025** to the Company Secretary at [agm@ncoss.org.au](mailto:agm@ncoss.org.au).

### Handy hints:

- Download the form (and save it)
- Click on the edit icon at the top, right hand side of the page (near the Search field).
- Fill in the highlighted fields in the form.

Contact us at [agm@ncoss.org.au](mailto:agm@ncoss.org.au) if you're having problems.

### Questions

If you have any questions about the nomination process, please contact us at [agm@ncoss.org.au](mailto:agm@ncoss.org.au).