



Australian Neighbourhood Houses and Centres Association

Director Nomination Process

October 2025

Background

IMPORTANT - PLEASE READ

ANHCA operates with two complementary but distinct committees: the Board of Directors and Member Representatives. Each plays a vital role in ensuring the organisation is well-governed, accountable, and responsive to its members, while maintaining clarity in responsibilities and decision-making.

The **Board of Directors** is responsible for governing ANHCA, setting strategic direction, ensuring compliance, and acting in the organisation's best interests. Board members provide leadership, manage the business of the company, and make decisions that guide ANHCA's long-term growth and impact. Board members may be nominated by member organisations or appointed publicly as independent directors.

Member Representatives are appointed by member organisations to bring the perspectives of the sector into ANHCA's decision-making. The ideal Member Representative is someone closely associated with the operations of their organisation, ensuring they have first-hand knowledge of its work and priorities.

Maintaining these roles as **separate committees** ensures clear governance, avoids conflicts of interest, and allows Member Representatives to provide candid input. **Chief Executives of member organisations** are better positioned to serve as Member Representatives rather than directors, where they can share their sector expertise and insights while supporting clear, independent Board decision-making, enhancing both governance and sector representation.

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Member Reps

Member Representatives convey their organisations' perspectives, provide input to the Board, and communicate state-specific insights, issues, and opportunities, while linking members to decision-making.

Any member that is a body corporate may appoint an individual as its Representative to exercise any or all powers the member may exercise:

- at general meetings; or
- in relation to resolutions passed without a meeting.

Representatives must be recognised, active participants in the Neighbourhood Houses and Centres Sector and be in good standing within their member organisation.

Responsibilities

At the AGM, members vote to appoint new directors and on resolutions that may be passed without holding a meeting. A resolution is carried if a majority of votes cast by members entitled to vote are in favor, and a quorum is formed by a majority of members. Members may participate in person, by proxy, or through a Representative.

To ensure Member Representatives can effectively participate in decision-making, they will be provided with a summary of each Board nominee's background, including relevant experience, skills, and expertise. This information is designed to guide their voting and help them make informed decisions that reflect the interests of their member organisation and the sector as a whole.

Member Rep Selection

1. Call to members to nominate one representative. Nominees must be affiliated with a member organisation (active engagement in the sector).
2. Submission of a nomination by a member constitutes an appointment. Where multiple nominations are submitted by the same member, the member must cast their vote and formally withdraw all other nominations.

3. Once appointed, confirm the nomination in writing and provide a briefing on the role and responsibilities.

Board

Govern ANHCA, set strategic direction, ensure compliance, and act in the organisation's best interests.

Under the new constitution, board members may be nominated by member organisations or appointed publicly as independent directors. The board must consist of at least three and no more than nine directors, unless the maximum is changed by a resolution of the members at a general meeting.

The board manages the business of the Company and can exercise all powers that are not reserved for the members under the constitution or the Corporations Act. Directors can also pass a resolution without a meeting if all directors entitled to vote sign a document stating their agreement; the resolution is effective once the final director signs.

Responsibilities

Meetings

- Attend a minimum of four Board meetings per year (usually held quarterly, online).
- Participate in the Annual General Meeting and any special meetings as required.
- Review Board papers prior to meetings and come prepared to contribute to informed decision-making.

Governance & Leadership

- Contribute to ANHCA's strategic direction and national advocacy priorities.
- Ensure the organisation operates in accordance with its Constitution, governance framework, and legal obligations as a Company Limited by Guarantee.
- Uphold the values and mission of ANHCA, acting in the best interests of the organisation and the broader Neighbourhood and Community House sector.

Engagement & Representation

- Represent ANHCA within the community and sector networks.
- Support the CEO (or equivalent) and management in achieving organisational goals through strategic oversight.
- Where possible, contribute specific expertise, connections, or sector insight to strengthen ANHCA's national work.

Board Selection Process

1. Call to members for nominations.
2. Invite Member Organisations to submit nominations for Member-Nominated Directors by completing the nomination form.
3. Identify any gaps in the current board using the skill matrix template.
4. Determine where to look for independent members based on required skills/expertise.
5. Build a prospect list and create a file that contains their contact details and specific skills.
6. CEO (or equivalent) or current Board Member to send prospects via email with value proposition and relevant resources (value doc, annual report etc).
7. Screening process for potential candidates (for INDEPENDENT board members only):
 - Collect CVs.
 - Interview/screening (see below) conducted by CEO (or equivalent).
 - Candidates who are endorsed to stand for election (based on skills identified) are notified
8. Voting at the AGM:
 - a. All ANHCA Member Reps are eligible to vote for endorsed candidates.
 - b. Candidates with the highest number of votes are elected to the allocated vacancies on the board.

Interview/screening (INDEPENDENT board members only)

- Why are you interested in ANHCA?
- How much time can you contribute to ANHCA?
- Do you have any previous experience serving on a board, or in other leadership positions?
- What skills, experience or contacts can you offer?
- What support will you need if you become a board member?
- What do you want out of your board service?

- Can you envisage any conflicts of interest that may arise?
- Do you have any previous experience serving on a board, or in other leadership positions?

Board Nominations

14 days before the AGM

Member-Nominated Director

1. The **nominee** must complete and sign the nomination form with their details by [following this link](#).
2. The nominee must **enter the contact details of an authorised representative** from their Member Organisation (State Peak Body) to endorse the nomination.
3. Once submitted, the form will automatically be sent to the authorised representative for signature.

Independent Director Nomination

1. The **nominee** must complete and sign the nomination form with their details by [following this link](#) and email a copy of their **current resume** to jarrah@anhca.org.
2. The completed nomination form and resume will then be sent to a **current ANHCA Board Member** for endorsement and signature.
3. An interview will be carried out to endorse the candidate for the election.

Voting for Directors

4. A summary of all Board candidates will be distributed to Member Representatives before the AGM.
5. Directors will be voted on by Member Representatives at the AGM.