



# ACA Board Nomination Form

## 1. Contact Information

Name: [ ]

Address: [ ]

Mobile: [ ]

Email: [ ]

ACA Branch: [ ]

Employer *(The Rules of the Association limit the number of employees of any one corporate member serving at the same time on the Board):*

[ ]

## 2. Declaration

I certify that in preparing for this nomination:

- I have examined the ACA Board Charter and have an understanding of the nature of the Board I am nominating for;
- I have examined the ACA Constitution and have an understanding of and commitment to the Objects of The Association;
- I have knowledge and understanding of the obligations of Board members under the South Australian Incorporations Act 1985 and other relevant legislation (for further information refer to 'Good Governance Principles and Guidance for Not-for-Profit Organisations' published by the Australian Institute of Company Directors);
- I possess the personal qualities identified as a requirement by the ACA Board (integrity, wisdom, independence of thought, ability to debate, strong listening skills and work ethic); and
- I am a strong advocate and promotor of the ACA.

### 3. Statement of Introduction

Please include an introduction (of no more than 200 words) describing yourself and outlining your motivation for nominating as a Director of ACA Board. *This will also be included on the ACA website leading up to the election.*

### 4. Curriculum Vitae

Please attach a copy of your CV along with the completed nomination form.

### 5. Experience and Qualifications

I have the following skills as identified and described by the Board (refer to definitions following the nomination form):

<b>Skills/Technical Qualification Requirements</b>	<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>
Previous Board Representation			
Corporate Governance & Risk			
Finance & Accounting			
Corrosion Related Industrial Experience			
Professional Education & Training			
Marketing & Communication			
Legal			
Corporate Strategy			

Please attach statements in support of each identified skill/technical qualification requirement demonstrating experience and qualifications in each (the total length of these statements combined should not exceed one page).

## 6. Campaigning

Nominees for the Board of Directors are expressly prohibited from campaigning (soliciting votes or making explicit promises of action if elected) to members of Council. Campaigning of any type may result in the nominee being removed from the election process.

I confirm that this nomination is my only representation that will be made on my behalf to Council.

## 7. Signed and Seconded

Signed by Nominee: \_\_\_\_\_ MemberNo: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Seconder: \_\_\_\_\_ MemberNo: \_\_\_\_\_ Date: \_\_\_\_\_

Please email nomination form and CV attention to President Jessica Lyndon to [nominations@corrosion.com.au](mailto:nominations@corrosion.com.au) by no later than **Monday 21 October 2019**.

## Skills/Technical Qualification Requirements Definitions

<b><i>Corporate Governance and Risk</i></b>	<ul style="list-style-type: none"> <li>• Have knowledge &amp; experience of policies, processes and structures by which the business and affairs of the ACA may be directed and managed and ensure that they are complied with, in order to improve long-term shareholder value by enhancing corporate performance and accountability, while taking into account the interest of other stakeholders.</li> <li>• Have high level of knowledge of and ensure compliance with ACA's Constitution and Bylaws.</li> <li>• Have high level of knowledge of and ensure compliance with South Australia Associations Incorporation Act 1985 (as amended) as well as all other applicable laws and statutes (for example; occupational health &amp; safety legislation, employment related laws, Privacy Act, etc.).</li> </ul>
<b><i>Finance &amp; Accounting</i></b>	<ul style="list-style-type: none"> <li>• Being able to research and report on factors influencing business performance.</li> <li>• Understanding key accounting standards and principles.</li> <li>• Preparing financial statements &amp; auditing and interpreting financial information.</li> <li>• Competencies in corporate finance, budget preparation and formulating strategic and long-term business plans.</li> <li>• Knowledge of financial regulations and legislation (incl Not for Profit tax rules).</li> <li>• Being able to develop financial management mechanisms that minimise financial risk.</li> </ul>
<b><i>Corrosion Related Industrial Experience</i></b>	<ul style="list-style-type: none"> <li>• Knowledge of corrosion and corrosion mitigation measures.</li> <li>• Experience in designing, marketing or installing corrosion mitigation measures/strategies.</li> <li>• Possess knowledge of an industrial sector and its members/stakeholders.</li> </ul>
<b><i>Professional Education and Training</i></b>	<ul style="list-style-type: none"> <li>• Being able to plan, coordinate, and direct personnel training and staff development programs for industrial, commercial, service, or governmental establishments.</li> <li>• Experience in compiling and analysing data of past and current year training requirements to prepare budgets and justify a request for funds.</li> <li>• Able to formulate training policies and schedules, utilising knowledge of identified training needs, company production processes, business systems, or changes in products, procedures, or services.</li> <li>• Experience in designating training procedures, utilising knowledge of effectiveness of such methods as individual training, group instruction, lectures, on-the-job training, demonstrations, conferences, meetings, and workshops.</li> <li>• Experience in writing applications and proposals to submit to fund-granting authorities, such as government and foundations.</li> </ul>
<b><i>Marketing and Communications</i></b>	<ul style="list-style-type: none"> <li>• Direct the development and execution of global marketing communications initiatives including product launches, sales collateral, tradeshow, campaigns, social site presence, company website, public relations, internal communication, regulatory communications and corporate events.</li> <li>• Having actively led, built and managed the Corporate Communications team including graphics designers, corporate communications specialists, media specialists and copy writers to produce high quality publications and materials on time and within budget.</li> <li>• Having established, owned and driven a strategic internal and external communications strategy that positively affects employees' and customers' understanding, engagement and commitment with the result of an even stronger connection to the company and leads to a return on investment.</li> <li>• Experience in ensuring new communication campaigns and programs are aimed at reaching sales targets.</li> <li>• Experience in determining what projects should be completed internally and externally. Management of relationships with outside vendors as necessary.</li> </ul>

<b>Legal</b>	<ul style="list-style-type: none"> <li>• Be familiar with and able to provide advice on and ensure compliance with ACA’s Constitution and Bylaws.</li> <li>• Be familiar with and able to provide advice on and ensure compliance with South Australia Associations Incorporation Act 1985 (as amended) as well as all other applicable laws and statutes (for example; occupational health &amp; safety legislation, employment related laws, Privacy Act, etc).</li> <li>• Be familiar with and able to provide advice on Not for profit “legal entity”/ structures.</li> </ul>
<b>Corporate Strategy</b>	<ul style="list-style-type: none"> <li>• Must be able to anticipate, challenge and interpret signals from external environment and to make decisions/provide advice based on these skills.</li> <li>• Maintain effective networks, enhance relationships, and advocate on behalf of ACA with key government figures, regulators, major commercial clients, other utility providers and community interest groups to project a positive image internally and externally.</li> <li>• Develop, direct and control the strategic and operational planning frameworks and planning outcomes for ACA in the short, medium and long term.</li> <li>• Experience in aligning organizational goals and resources with strategic direction. Articulating a vision and directing actions towards achievement of agreed corporate goals.</li> <li>• Experience in leading organisations through strategic changes, with positive results. Be well versed in developing and interpreting analytical reports used to measure change.</li> <li>• Have ability and experience in introducing metrics designed to track the effects of action plans and determine whether the actions are effective at meeting targets or whether new plans should be developed.</li> </ul>

<b>Level 1</b>	<b>Less than 5 years exposure/experience OR no formal training or qualifications in the subject.</b>
<b>Level 2</b>	<b>More than 5 years exposure/experience, but less than 10 year to the subject OR A minimum level of general formal training equivalent to a Certificate IV or diploma in the subject or other industry approved specific qualification.</b>
<b>Level 3</b>	<b>More than 10 years exposure/experience to the subject OR A minimum level of general formal training equivalent to a bachelors degree or higher in the subject or other industry approved specific qualification.</b>