

## AGECS COUNCIL NOMINATION FORM

### Requirements:

- a. The person is a current member of the Association; and
- b. A member wishing to put themselves forward for election must sign a consent to act as Councillor; and
- c. The further legal requirement from outside the AGECS constitution – being the Australian Government's Australian Business Registry Services – that a person being elected as a council member must obtain a Director Identification Number (DIN) prior to the AGM.

### **PART 1 – Statement of Nomination by Candidate**

Details required by Australian Charities and Not-for-profits Commission (ACNC) for Responsible Persons

1. Name:
2. Are you known by any other name? *Yes or no* (if yes, please provide other Given name and Family name)
3. Residential Address:
4. State and Postcode:
5. Date of birth:
6. Phone:
7. Email Address:
8. Are you of Aboriginal origin? *Yes or no*
9. Are you of Torres Strait Islander origin? *Yes or no*
10. What language do you mainly speak at home?

I hereby nominate myself as a candidate to be a Council member of The Association of Graduates in Early Childhood Studies (AGECS).

**Signature of Candidate**

**Date**



**AGECS**

The Association of Graduates in Early Childhood Studies

ABN 80 004 275 709

PO Box 12163 A'Beckett Street Melbourne 8006

info@agecs.org.au | www.agecs.org.au



## PART 2 – Consent to Act

The Australian Charities and Not-for-profits Commission (ACNC) is the national regulator of charities. A Responsible Person is someone who is responsible for governing a charity, being its board, council or committee members.

Registered charities are required to meet the ACNC Governance Standards. Under **Governance Standard 4**, charities must make sure its Responsible People are suitable. Under **Governance Standard 5**, they must ensure their Responsible People are aware of their duties and comply with them. Generally, the duties mean that Responsible People should act with standards of integrity and common sense.

Council members have the ultimate responsibility for running The Association of Graduates in Early Childhood Studies: which includes charitable activities, managing the finances to achieve these charitable activities, and overseeing the necessary operations, contractors and volunteers to achieve these charitable activities.

This Consent to Act as an AGECS Council member is an agreement that the person understands the role they are about to undertake as a Responsible Person.

Please read:

<https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards>

### Governance Standard 5 – Duties of a Responsible Person

Governance Standard 5 requires charities to take reasonable steps to make sure that the following duties apply to Responsible People and that they follow them. The duties can be summarised as follows:

- to act with reasonable care and diligence
- to act honestly and fairly in the best interests of the charity and for its charitable purposes
- not to misuse their position or information they gain as a Responsible Person
- to disclose conflicts of interest
- to ensure that the financial affairs of the charity are managed responsibly, and
- not to allow the charity to operate while it is insolvent.

### Governance Standard 4 – Declaration for Responsible Persons confirming they are not disqualified under Governance Standard 4

ACNC requires each of its Responsible People to sign a declaration confirming that they are not disqualified and that they understand what it means to be disqualified. This Standard requires a charity to take reasonable steps



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to be satisfied that its Responsible People (its board, council or committee members, or trustees) are not disqualified from:

- managing a corporation under the Corporations Act 2001 (Cth) (the Corporations Act), or
- being a Responsible Person by the ACNC Commissioner within the previous 12 months.

If a charity is not satisfied, it must not appoint this person. If the person is already appointed, the charity must take reasonable steps to remove them as a Responsible Person.

## **PART 3 – Director ID Application Process**

There is a further legal requirement from outside the AGECS constitution, being the Australian Government's Australian Business Registry Services (ABRS), that a person being elected as a council member must obtain a director ID number prior to the AGM.

For more information and to apply for a Director Identification Number (DIN), please use the link below:

**<https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>**

**It is a requirement to provide a copy of your DIN receipt on return of this nomination/consent form.**

## **PART 4 – Declarations and Undertakings by Candidate**

**I declare as follows:**

1. I am a Member of AGECS.
2. I consent to act as a Council Member of The Association of Graduates in Early Childhood Studies.
3. I have read and understood the Australian Charities and Not-for-profits Commission Governance Standards and agree to the duties and responsibilities that focus on good governance and the need to be careful and conscientious in this role and will act with common sense and integrity.
4. I am not disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth).
5. I have not been disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entity') of a registered charity.
6. I have not been declared bankrupt.



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7. While I am a Responsible Person for AGECS, I agree to notify AGECS as soon as possible if I do become disqualified from managing a corporation within the meaning of the Corporations Act 2001, or am disqualified by the Australian Charities and Not-for-profits Commissioner.
8. I will provide my personal information as necessary in order to satisfy the requirements of regulatory authorities.
9. I undertake to disclose to the Council all actual, potential or perceived conflicts of interest and any child safety matters which may adversely affect my suitability for appointment to the Council of AGECS.
10. If I am appointed as a Council Member I will do everything necessary to attend and to fulfil my obligations and duties as a Council Member of AGECS as per the AGECS Council member role description, having regard to the AGECS duties as a Charitable organisation.
11. I will undertake appropriate training requested by AGECS Council including training to ensure that I personally satisfy, and that I participate appropriately in assisting the Council as a whole to satisfy the standards required to meet relevant regulatory requirements and all applicable laws.
12. Comply with all policies of the AGECS, applicable to my role as a Council Member, including the Code of Conduct.
13. Are there any other matters of which I am aware that are relevant to my appointment and ability to discharge my duties as a Board Member of ESA: Yes or no

If yes then please detail in box below

By signing this declaration, I confirm that I have read and agree to the above points 1 – 13.

**Signature of Candidate**

**Date**

**Please return this signed form with your Director Identification Number (Part 3) to:**  
[programs@agecs.org.au](mailto:programs@agecs.org.au)



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