

Safe and Equal Nomination Policy

Date approved: April 2025	Date of effect: April 2025
Date last amended: April 2025	Date of next review: April 2026

Purpose

The purpose of this policy is to outline the process undertaken for confirming elected and appointed Board members in line with clause 35 of the Constitution, and in keeping with the guiding principles outlined below.

Guiding principles

Safe and Equal's Board plays an important role in setting the strategic direction of the sectors it represents.

Feminist organisations have been leading work in preventing and responding to family and gender-based violence since the origins of the sectors, through a spirit of activism and advocacy. The Safe and Equal Board strongly believes that feminist-led services, with a specialist and intersectional feminist foundation to their work must continue to take the lead in the family and gender-based violence sectors, including through the governance of a representative peak body. This is especially the case as family and gender-based violence work becomes more integrated with mainstream human services.

This belief underpins the eligibility of Board membership and is a key consideration for appointment of Board members.

Safe and Equal Board Composition

The Safe and Equal Board is comprised of a minimum of 6 members, and a maximum of 9 members. Out of these members, there must be 51% of the members elected from the full Safe and Equal membership.

All genders may nominate for both elected and appointed Board membership, however male identifying Board members are not eligible for office-bearer positions.

Elected Board Members

Eligibility:

Per clause 35 in the Safe and Equal Constitution, only Representatives of Full Members are eligible to be elected to the Board. **Eligibility of elected membership is restricted to full member organisations whose primary purpose is the primary prevention, early intervention, recovery, and/or response to family and gender-based violence.**

Of the elected Board members, at least three must be full members from organisations that specialise in, and **whose primary purpose is in**, family violence response and/or recovery, and at least one must be a full member from organisations that specialise in, **and whose primary purpose is in**, family violence prevention and/or early intervention.

Election procedure:

The following procedure must be followed when nominating candidates for Safe and Equal's elected Board positions:

1. Board members are elected annually at the Annual General Meeting.
2. A Notice of Election is to be included in the Notice of AGM, which is required to be sent to the membership at least 21 days prior to an Annual General Meeting. The nomination form for elected membership is attached to the Notice of AGM.
3. Nominations can be made by any Full Member entitled to vote at the Annual General Meeting.
4. Full members may nominate their Representative.
5. Nominations must be in writing and be on the approved form (Elected Board Member Nomination Form) and be:
 - a. Signed by or on behalf of:
 - i. The candidate;
 - ii. nominator; and
 - iii. seconderall of whom must be representatives of Full Members
 - b. completed by answering all questions in the approved nomination form
 - c. received by the Chair by the date outlined on the nomination form
6. The Chair reviews each nomination to determine that the nominee satisfies the eligibility criteria listed above.
7. Nomination forms for all candidates being put forward should be sent out to members two (2) business days before the Meeting.
8. If the number of Candidates are less than the number of Board positions available as at the date of the Annual General Meeting, the Chair may call for Candidates from the Representatives present at the Annual General Meeting.
9. If the number of Candidates are equal to the number of Board positions as at the date of the Annual General Meeting, the Chair must declare those Candidates elected.
10. If more nominations are received than the number of Board positions available as at the date of the Annual General Meeting, the Chair must appoint a returning officer to conduct a secret ballot, using the Preferential System of Voting:
 - a. Each Full Member present and entitled to vote at the meeting must be given a ballot paper.
 - b. The returning officer must declare elected the candidates who receive the most votes.

Appointed Board Members

Per clause 28.1, the Board may decide to appoint persons with identified particular skills and knowledge for the purpose of assisting the Board to carry out its functions as outlined in the Constitution.

The following procedure must be observed when nominating candidates for Safe and Equal's appointed Board positions:

- a. The Board is to review the skills and knowledge and attributes matrix in order to assess the required skillset or knowledge/attributes for recruitment of appointed Board members.

- b. The Board is to agree on a Recruitment and Selection Committee for the recruitment of an appointed Board member, comprised of Safe and Equal Board members and the Chair.
- c. A position description for the appointed Board position is to be approved by the Recruitment and Selection Committee for advertisement.
- d. Applications must be in writing and in the format agreed upon by the Recruitment and Selection Committee and must set out the suitability of the applicant, outlining the skills and experience they will bring that will be of value to the Board.
- e. The Recruitment and Selection Committee will review applications and determine a short list of applicants. Short-listed applicants will be invited to interview with the Recruitment and Selection Committee.
- f. Following interviews, the Recruitment and Selection Committee will make a recommendation to the Board and outline the reasoning, and provide the resume of the recommended applicant.
- g. The Board's decision on the recommendation will be made by a vote, in line with the Constitution.
- h. The Board may choose to not accept the recommendation, in which case they will agree on the next course of action for recruitment.