11 July 2022

Dear NATA Member

**CALL FOR NOMINATIONS TO NATA BOARD VACANCIES IN 2022**

The terms of directors Ms Tracey Farrar, Dr John Leeder and NATA Chair, Mr David Turner expire this year. The Board is seeking nominations of candidates to fill these positions in accordance with NATA’s Constitution.

***Background***

This document is intended to provide NATA members with information about the process of nominations to vacancies on the NATA Board.

NATA is a membership organisation operated as a company limited by guarantee. NATA’s members are its accredited organisations whose rights and obligations are documented in the NATA Rules. NATA is governed by a seven member Board and new appointments to this Board are drawn from nominations from NATA’s members and candidates selected by the Board.

The Constitution requires that the Board be constituted of four positions which were made available to nomination by member organisations and three positions for which candidates were selected by the Board and presented to members for endorsement.

The NATA Board values diversity of its membership on the basis that it provides a better reflection of the demographics of the wider community in which NATA operates and that it provides for broader perspectives in relation to the Board’s decision making. To this end the nomination process is structured so that a range of culturally and linguistically diverse candidates, with a range of skills and expertise are considered.

***Nomination of Candidate***

Three vacancies will become available on the NATA Board in 2022. In accordance with the Constitution the Board has deemed that two of these positions be filled in accordance with clause 23.2 of NATA’s Constitution (made available to nomination from member organisations) and the other filled in accordance with clause 23.3 (candidate selected by the Board and presented to members for endorsement). Should more than two member nominations be selected to go forward, to fill the vacancy in accordance with clause 23.2, appointment will be determined by election. Only NATA members can vote in such an election.

As the Authorised Representative of an organisation operating an accredited facility (a member), you are entitled to nominate yourself, or another officer\*, employee or representative# as a candidate for the vacancies to be filled according to clause 23.2.

\* *Officer* of your organisation means a director or secretary of your organisation; or a person who holds a senior management position and has a significant role in the direction or management of your organisation.

# *Representative* of your organisation means a person appointed by formal agreement with your organisation to act on your behalf.

The three year terms of the newly elected or re-elected Board members commence at the conclusion of the Annual General Meeting which takes place in October.

The Board normally meets on a quarterly basis and also convenes other meetings when necessary. Board members are also expected to participate on board committees supporting the operation of the board. The next scheduled meetings of the NATA Board after the 2022 Annual General Meeting are 6 December 2022 and 8 March 2023.

If you wish to nominate a candidate for the two ‘member nominated’ board roles, please complete the attached Nomination Form and return with the Candidate Statement (please see below) by 1 August 2022 to the Association as detailed on the Nomination Form.

Potential nominees must familiarise themselves with the roles, responsibilities and skills required of directors. The Australian Charities and Not-for-profits Commission ([www.acnc.gov.au/](http://www.acnc.gov.au/)) provides useful guidance for directors (referred to as ‘Responsible Persons”) of Not-for-profit organisations such as NATA, and its *ACNC Governance Standards* ([www.acnc.gov.au/for-charities/manage-your-charity/governance-standards](http://www.acnc.gov.au/for-charities/manage-your-charity/governance-standards)), particularly *Governance Standard 5: Duties of Responsible Persons* (<https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards/5-duties-responsible-persons>), are particularly relevant.

The NATA Board considers the following qualities essential for nominees to Board vacancies (**essential candidate criteria**):

* A commitment to NATA per se;
* Time commitment (currently assessed as upwards of 10 to 15 working days per annum, depending on committee roles taken);
* An understanding of the roles of NATA and other stakeholders in Australia’s conformance infrastructure;
* An understanding of and commitment to the governance function. Previous Board experience, or roles reporting directly to a Board, will be highly valued.
* An understanding of financial reporting and governance at Board level.

Currently the NATA Board is seeking nominations from candidates offering skills and expertise (either through qualification or experience) (**desirable candidate criteria**) in the governance of:

* Financial expertise; and/or
* Information technology and digital strategy

Please note that a requirement for the eligibility of nominations is that the nominee provide the information specified in this letter.

Potential nominees should be aware that the role of Board members is to represent the interests of NATA and its members in general and not to represent an interest group.

In accordance with Regulation 2 of the NATA Rules the Board will decide which nominations to select as eligible for election to the Board based on the expertise, experience and skills required by the Board and the Association over the ensuing three year term of office. In doing so the Board will take into consideration both the essential and desirable candidate criteria listed above. The Board has adopted the governance practice that the Board should not have more than one director from each principal employer at any one time and will consider the principal employer of each nominee such that nominees selected to go forward for election will comply with this governance practice.

The Board will review compliant nominations against the Board’s current needs and may choose to endorse certain nominees over others for the good of members at large.

***Candidate Statement and Election***

In the event that the number of selected nominations exceeds the number of vacancies the matter shall be put to a vote by NATA’s members.

Candidates are required to submit the following information with the Nomination Form:

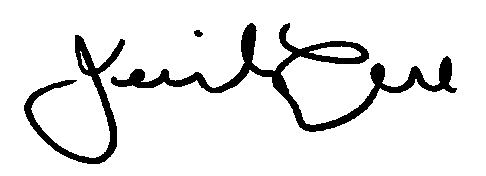
1. Resume
2. Summary of background (including skills, interest and experience) addressing the essential and desirable candidate criteria.
3. Brief statement with no more than 250 words as to:
   1. The candidate’s principal objectives as a NATA Board member
   2. Why members should vote for the candidate, and
   3. The candidate’s capacity to meet the commitment of time and effort as a NATA Board member.

Should an election become necessary, information in the Candidate Statement (item 3 above) will be provided to members during the election. Items 1 and 2 above are for the information of the Board only and will not be provided to members. A first-past-the-post vote counting process will be adopted.

More information on NATA can be found at [www.nata.com.au](http://www.nata.com.au), including NATA’s Constitution, which forms part of the NATA Rules. Please contact myself or Tony Vandenberg, General Manager, Compliance and Governance if you have any questions.

Finally, a reminder that regardless of whether your organisation chooses to nominate an individual to the vacancy on the NATA Board this year, there are a range of forums by which you can support the work of NATA and input to the accreditation process. We encourage participation in these and look forward to working with you in the delivery of our accreditation services.

Yours sincerely



Jennifer Evans

**CHIEF EXECUTIVE OFFICER**