



## Nominations for the 2022 Board are now open!

The Board forms a pivotal part of the organisation and needs a cohesive forward-thinking group who work as part of a team to ensure the continued success of Enhanced Lifestyles.

Nominations are accepted both from Members self-nominating or another Member nominating you to a position. If you are the type of person Enhanced Lifestyles needs, please consider nominating yourself to the Board as it will be a great opportunity both personally and professionally. To be a Member of the Board you must be a Full Voting Member of Enhanced Lifestyles and have a current DHS clearance or be willing to obtain one.

Board meetings are conducted monthly with travelling expenses to and from the meetings covered by Enhanced Lifestyles. Some work outside of meeting times will also be required including attendance to Subcommittees and other urgent meetings as well as reading and preparation before meetings.

After nominations are received by Enhanced Lifestyles Office, nominees will be contacted and required to complete a short candidate form and detail their reasons for joining the Board. Assistance for this can be provided by an outside, independent organisation. Candidate forms will then be sent out to all Members for their consideration before voting takes place at the AGM.

### The Nomination Process:

**Stage 1:** Nomination forms are released. All forms must be completed and received by Enhanced Lifestyles Office by 4 February 2022.

**Stage 2:** Nominees will be contacted between 4 and 11 February 2022 and asked if they want to accept the nomination. If so, they will be required to prepare a bio to be sent out to all Members. Candidate forms must be returned no later than 18 February 2022.

**Stage 3:** Candidate forms will be collated and checked that they meet the requirements under State and Federal Legislation, then prepared by Enhanced Lifestyles Office and sent out to all Members no later than 4 March 2022.

**Stage 4:** All vacant Board Positions will be voted on at the AGM on 18 March 2022 and elected that evening.

**Nominations must be completed and received by Enhanced Lifestyles Office by 4 February 2022 as no nominations will be taken from the floor.**



## What is the Board and their function?

The Board of Enhanced Lifestyles is legally responsible for the governance of the organisation and overseeing its management, including:

- The allocation of resources.
- Approving and monitoring the annual budget.
- Developing a strategic plan.
- Approving membership of the organisation.
- Monitoring risk.
- Meeting Enhanced Lifestyles Incorporated's legal responsibilities.

The day-to-day management, including personnel management, of Enhanced Lifestyles is undertaken through its Chief Executive Officer.

The Board meets at least monthly or as required (with an extended break over the Christmas/New Year period).

All matters considered by the Board are confidential, in particular, financial, personnel and contractual matters. Board Members will be expected to sign a Code of Conduct and Confidentiality Agreement.

## What are the minimum requirements to be a Board Member?

To nominate or be nominated as a Board Member, the nominee must meet the following minimum requirements:

- Current DHS clearance or willingness to obtain one within three (3) months of election.
- Basic computer skills, including ability to use email.
- Ability to access and communicate via email outside of Board meetings.
- Attendance at Board and Subcommittee meetings at predesignated times either via video conferencing or in person.
- Attendance at training days in February (and during the year) outside of usual Board hours.
- Ability to critically evaluate policies and procedures and participate in discussions about the organisation as-a-whole.
- Ability to participate in discussions and make decisions based on the best interests of the Organisation, not an individual's service.
- Willingness to undertake up to 10 hours of additional work per month outside of Board Meetings. This includes attendance at Subcommittee and other urgent meetings, as well as, reading and preparation before meetings.

If you require any further information about joining the Board or Board requirements, please contact Deb Clark, Chairperson) at [deb.clark@enhancedlifestyles.com.au](mailto:deb.clark@enhancedlifestyles.com.au)



## Board Nomination Form 2022

Vacant positions for the Board will be declared at the Annual General Meeting on 18 March 2022.

You may nominate up to six (6) Members to become a Board Member.

Please speak to any Member you wish to nominate before submitting the Nomination Form to check that they wish to participate on the Board.

I hereby nominate:

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Nominations **will not be** accepted from the floor at the Annual General meeting.

Name:

Signed: \_\_\_\_\_

**Please return no later than 4 February 2022 via:**

Post: Enhanced Lifestyles, 2 Arlington Terrace, Welland SA 5007

Fax: (08) 8346 2919

Email: Board Support Officer

[boardsupport@enhancedlifestyles.com.au](mailto:boardsupport@enhancedlifestyles.com.au)

# ANNUAL GENERAL MEETING

18 March 2022 from 6pm

at Training Room, Enhanced Lifestyles

Formal invitation to come in the following weeks