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**BOARD MEMBER**

**CV Format (to be submitted with the nomination form)**

|  |  |
| --- | --- |
| **Full legal name of nominee** |  |
| **Date of Birth** |  |
| **Address** (home and postal) |  |
| **Phone Number**  |  |
| **Email** (personal and work) |  |
| **Skills and attributes the candidate will bring to the position** (e.g. knowledge of the sector, business skills, community involvement, cultural awareness - as relevant to the needs of the position) |  |
| Qualifications and experience(include work history and community or sector involvement) |  |
| Current or most recent employment(specify position and employer, include years)  |  |
| **Government/Private/Voluntary sector Board appointments** (current and previous, include years) |  |
| **Any conflicts of interest** |  |
| **For nominees for the Pasifika representative (to be elected from the Tangata Tiriti caucus) only** (please identify why you would qualify to be elected to that position) |  |
| **Photo** (Nominees are welcome to submit a headshot photo with their nomination) |  |



**BOARD MEMBER**

**NOMINATION FORM**

**Please indicate which position this nomination is for [double click box and select “checked” to indicate]**

**[ ]  Tangata Whenua**

**[ ]  Tangata Tiriti**

|  |  |  |
| --- | --- | --- |
| **Nominee name** |  | **Nominee signature** |
| **Proposer name** |  | **Proposer signature** |
| **Seconder name** |  | **Seconder signature** |
| Members are invited to submit nominations for vacancies on the ACE Aotearoa Board. Details of the current Board members and their terms of office are available on the ACE Aotearoa website [www.aceaotearoa.org.nz/about-us/ACE-Aotearoa-Board](http://www.aceaotearoa.org.nz/about-us/ACE-Aotearoa-Board). The Board positions are for a three-year term. Members of the Board whose term is expiring have the right to stand for re-election for up to three consecutive terms. Any financial member is entitled to stand for the Board. Nominations must be received before **Tuesday 10 June 2025 and** must be signed by the nominee and two other financial members of ACE Aotearoa Inc. The nominee must be a financial member of ACE Aotearoa Inc. **Nominees must also sign the consent and certification form attached.**A copy of the current Constitution is available at [www.aceaotearoa.org.nz/about-us/ACE-Aotearoa-Board](http://www.aceaotearoa.org.nz/about-us/ACE-Aotearoa-Board). Please email all nominations to Hannah Pia Baral, Chief Executive Officer, at hannah.baral@aceaotearoa.org.nz with the subject line: Board Nomination. |



**BOARD SKILLS SELF ASSESSMENT FORM**

Name of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | **Standard expected of Board Members** | **Self-Assessment**: *please give a description with examples of your experience, skills, knowledge, and qualification for each of the competency areas.* |
| **Competency** | **Description** |
| **Strategic and Governance Leadership** |
| Understanding of the adult and community education sector | * Knowledge of the adult and community education sector
* An understanding of the role of ACE
 |  |
| Ability to provide strategic direction to the organisation | * Be able to contribute to the development of an organisation wide strategic direction.
* Have lead strategic planning processes in other organisation and be able to contribute to the development of an organisation-wide strategic direction.
 |  |
| Understanding of governance | * Ability to distinguish the difference between governance and management
* Have a high level of understanding of the role and responsibilities of a Board member
* Have either attended recognised governance training within 12 months of appointment or have other relevant governance experience
 |  |
| Experience in, or the ability to understand political and governmental processes. | * Demonstrate strategic/big picture thinking
* Understand and adapt to the political context of the day and actively maintain interactions and political awareness at a strategic level
 |  |
| Knowledge and commitment to the working with Māori and the Treaty of Waitangi. | * Have an in-depth understanding the issues facing Māori and of the principles of the Te Tiriti o Waitangi and its application
* Have an understanding of the Te Tiriti o Waitangi
* Knowledge, commitment and understanding of Te Reo Māori me ona tikanga and Te Tiriti o Waitangi.
 |  |
| **Business Acumen** |
| Professionalism | * Understand and operate within standard professional practices
 |  |
| Integrity | * Operate ethically and with a high level of personal and professional integrity
 |  |
| Understanding of financial management practices | * Be able to understand and interpret a set of financial accounts.
 |  |
| Understanding of risk management  | * Have a broad understanding of the principles of risk management.
 |  |
| Communication | * Be able to communicate clearly
* Be able to listen and respond in a constructive manner
 |  |
| **Informed decision making** |
| Critical thinking ability | * Have the ability to constructively analyse and consider information
 |  |
| Ability to contribute to consensus decision making | * Be able to work co-operatively with colleagues to achieve the best outcome for the organisation
 |  |
| Sound professional judgement | * Demonstrate sound professional judgement in day-to-day professional activities
 |  |

**Board Member – Consent and Certification Form**

Name of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent to be a Board Member if elected**

I consent to be an officer (as defined by the Incorporated Societies Act 2022) of Adult and Community Education Aotearoa (ACE Aotearoa) Incorporated if I am elected as a Board member at the Annual General Meeting on 26 June 2025

(signature)

**Certificate of Non-disqualification from Holding Office**

I certify that that I am not disqualified from holding office under any of the provisions in s 47(3) of the Incorporated Societies Act 2022

*[please read the provisions of s 47(3 below before signing]*

(signature)

**Section 47(3) of the Incorporated Societies Act 2022**

The following persons are disqualified from being elected or appointed or

otherwise holding office as an officer of a society:

1. a person who is under 16 years of age:

(b) a person who is an undischarged bankrupt:

(c) a person who is prohibited from being a director or promoter of, or being

concerned or taking part in the management of, an incorporated or unincorporated

body under the Companies Act 1993, the Financial Markets

Conduct Act 2013, or the Takeovers Act 1993:

(d) a person who is disqualified from being an officer of a charitable entity

under section 36C of the Charities Act 2005:

(e) a person who has been convicted of any of the following, and has been

sentenced for the offence, within the last 7 years:

(i) an offence under subpart 6 of Part 4:

(ii) a crime involving dishonesty (within the meaning of section 2(1)

of the Crimes Act 1961):

(iii) an offence under section 143B of the Tax Administration Act

1994:

(iv) an offence under section 22(2):

(v) an offence, in a country, State, or territory other than New Zealand,

that is substantially similar to an offence specified in subparagraphs

(i) to (iv):

(vi) a money laundering offence or an offence relating to the financing

of terrorism, whether in New Zealand or elsewhere:

(f) a person who is subject to any of the following orders:

(i) a banning order under subpart 7 of Part 4:

(ii) an order under section 108 of the Credit Contracts and Consumer

Finance Act 2003:

(iii) a forfeiture order under the Criminal Proceeds (Recovery) Act

2009:

(iv) a property order made under the Protection of Personal and Property

Rights Act 1988, or whose property is managed by a trustee

corporation under section 32 of that Act:

(g) a person who is subject to an order that is substantially similar to an

order referred to in paragraph (f) under a law of a country, State, or territory

outside New Zealand that is a country, State, or territory prescribed

by the regulations:

(h) in relation to any particular society, a person who does not comply with

any qualifications for officers contained in the society’s constitution.