

Tasmanian Family and Sexual Violence Alliance

Draft Elections and Nominations Policy

Purpose

This Policy sets out the procedures and timeframes for the nomination and election of Directors to the Board of the Tasmanian Family and Sexual Violence Alliance, in accordance with the Constitution (August 2025). Where this policy conflicts with the Constitution, the Constitution will take precedence.

It ensures a transparent, inclusive, and timely process for filling Director vacancies, including:

- Full Member (Organisational) Directors, and
- Full Member (Individual) Directors (including identified Tasmanian Aboriginal and victim-survivor positions).

It also establishes the annual cycle for nominations and elections, ensuring all processes are completed for Board endorsement in September each year, ahead of elections, if necessary, at the Annual General Meeting (AGM) in November.

Guiding Principles

The nominations and election process will:

- Reflect the Alliance's purpose and principles.
- Uphold the representational composition requirements as set out in the Constitution, ensuring:
 - At least 51 per cent of Directors are Organisational Directors;
 - At least two Directors identify as victim-survivors; and
 - One position is reserved for a Tasmanian Aboriginal Director, with the Board endeavouring to appoint at least one additional Tasmanian Aboriginal Director.
- Promote diversity across geography, lived experience, cultural background, and sector representation.
- Operate in a trauma-informed, equitable, and transparent manner.

Scope

This Policy applies to:

- All nominations for election to the Board made by Full Members; and
- All election processes conducted prior to the AGM.

It does not apply to:

- Appointment of casual vacancies between AGMs (which are managed under Rule 29.4 of the Constitution).

Nomination and Election Cycle

Each year, the Board will determine the number and type of Director vacancies to be filled.

Annual Timeline (Standard Year)

Month	Key Actions	Responsibility
April	The Governance Committee prepares a proposed Director Recruitment Plan . This incorporates consideration of upcoming Director terms which are ending, the Transitional Arrangements in the Constitution, a review of the Board Matrix, and the Committee's priorities for representation and skills on the Board.	Governance Committee
May	Board approves the Director Recruitment Plan, including the number and type of vacancies based on the expiry of terms under Rule 29 and the Transitional Arrangements set out in the Constitution. The Board discusses Office Bearer roles where current Office Bearers may be ceasing their Director roles at the upcoming AGM. The Director Recruitment Working Group (Interview and Vetting panel) is stood up as a subcommittee of the Governance Committee.	Board

June	<p>Organisational Directors: An Expression of Interest (EOI) is sent to Members for Organisational Director nominations. Individual Directors: Advertisements are listed on external recruitment sites.</p> <p>For both pathways, the Alliance website is updated to include the call for applications and a notification is sent to the Alliance mailing list.</p>	Chief Executive Officer
July	<p>Applicants are reviewed either by the Governance Committee or its delegate and candidates for prospective Director briefing sessions are identified and held individually. A summary of applicants are then sent to the Director Recruitment Working Group for consideration. Interviews are scheduled.</p>	Governance Committee / Delegate
August	<p>The panel holds interviews. Feedback for each candidate is reviewed by the Governance Committee. Candidates considered potentially suitable have reference checks undertaken. Any candidates not moving forward for recommendation are advised they have been unsuccessful.</p>	Governance Committee / Delegate
September	<p>The Governance Committee recommends candidates to the Board for endorsement having consideration for the overall composition of the Board.</p>	Governance Committee
October	<p>Nominations are finalised. Nominated candidates undergo final vetting in accordance with the Protection of Vulnerable People Policy including:</p> <ul style="list-style-type: none"> • Confirmation of Working With Vulnerable People registration • Police Record check (dated within the last 2 years) • Review of ASIC and ACNC disqualified directors registers • Bankruptcy search 	Board / Chief Executive Officer

	Members are advised of the nominated candidates. Unsuccessful candidates are notified.	
November (AGM)	Elections, if required, are held as part of the AGM. Results are declared and the Director onboarding process commences.	Chair / Chief Executive Officer

Nominations

A complete application for nomination must include:

- i. Type of Director role applied for (Organisational or Individual)
- ii. Organisational Directors only: A short statement of support from the Full Member organisation
- iii. Statements against the Board Matrix criteria
- iv. A short 100 word blurb (for inclusion in voting materials)
- v. Details of two referees who can speak to the individual's role in a leadership/governance capacity
- vi. Current CV; and
- vii. ACNC Responsible Person declaration.

References and Vetting Outcomes

In the event of adverse findings during the reference or vetting checks, the Governance Committee will make a determination whether the candidate progresses to a later stage of recruitment, and with regard to the Protection of Vulnerable People Policy.

Ballot Process (if required)

- Voting is limited to Full Members.

- Each Full Member (Organisational) and Full Member (Individual) has one vote.
- The Public Officer or their delegate administers a confidential electronic or in-person ballot under supervision of the Governance Committee Chair.
- Results are validated and declared at the AGM.

Casual Vacancies

If a Director resigns or a position otherwise becomes vacant before the end of their term, the Board may determine if a casual vacancy is to be filled, with consideration of the skill mix and composition of the Board. This includes a determination of whether the casual vacancy:

- Is to be filled;
- If so, whether the vacancy is to be declared as an Organisational or Individual Director (or either Director type)

For the avoidance of doubt, when a Director is appointed to the Board under a casual vacancy, the period served by the Director filling the casual vacancy is in addition to the maximum two successive terms for a Director outlined in 29.2 of the Constitution.

Communication and Publication

- The final list of endorsed nominees and their biographies will be published on the Alliance website at least 21 days prior to the AGM and distributed with AGM papers.
- A summary of this Policy and key dates will be circulated annually to all Members when first endorsed and as any further amendments occur.

Review

This Policy will be reviewed by the Governance Committee every two years, or earlier if:

- amendments to the Constitution require changes; or
- the Board determines that feedback from Members or the sector warrants further consultation and revision.

As part of each review cycle, the Alliance will invite Member feedback to ensure the Policy remains relevant, transparent, and reflective of the Alliance's purpose and principles.