**Board of Directors Election – Nomination Form**

All information with regard the Chapter Rules, the conduct of the AGM, and Board of Directors election processes are included in the Chapter Rules and may be found on the Chapter’s website in the Chapter Documents part of the Resources section at <http://www.melbourne.pmi.org.au/>. Prospective nominees should make themselves aware of the Chapter Rules.

Prospective candidates for election to the Board should complete the Nomination Form on the following pages. All areas shaded in grey must be completed.

### Completed Nomination Forms must be sent to the Nominating Committee by email to [**nominations@melbourne.pmi.org.au**](mailto:nominations@melbourne.pmi.org.au). It is the responsibility of the Nominee to ensure that their nomination has been submitted correctly.

Any enquiries about the nomination and election process should be directed to the Nominating Committee care of the PMC Chair of the Nominating Committee at [nominations@melbourne.pmi.org.au](mailto:nominations@melbourne.pmi.org.au).

Interested nominees are also encouraged to contact current PMC Directors to discuss their experiences.

### **PMI Melbourne Chapter Nomination**

**Insert a Digital Photo here**

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| **Nominee (mandatory)** |  |
| Name of candidate |  |
| PMI Membership number |  |
| Primary and Secondary Telephone Contact |  |
| Primary and Secondary Email Contact |  |
|  |  |
| **Proposer (mandatory)** | |
| Name of Proposer |  |
| PMI Membership number |  |
| Primary and Secondary Telephone Contact |  |
| Primary Email Contact |  |
|  | |
| **Seconder (mandatory)** |  |
| Name of Seconder |  |
| PMI Member number of Seconder |  |
| Primary and Secondary Telephone Contact |  |
| Primary Email Contact |  |
|  |  |
| Date Submitted |  |

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| **Notes:**  **Information you provide on this form may be made available to PMI Melbourne Chapter members during the election process.**  **Nominees will be required to participate in an interview with representatives of the Nominating Committee.** |

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| **Responses to all questions should be prepared in narrative form and should be brief and not exceed 250 words per response.** | |
| 1. Provide examples of your willingness and experience in serving others. |  |
| 1. What is your understanding of the value of the profession served by PMI? |  |
| 1. Provide examples of your volunteer / volunteer leader experience. |  |
| 1. Provide examples of your experience of performing governing duties to meet legal and regulatory requirements inherent in the fiduciary oversight role of a board. |  |
| 1. What is your experience working with people of diverse backgrounds and viewpoints? |  |
| 1. Provide examples of where you have been able to formulate and a devise a strategy to implement a future vision for an organisation. |  |
| 1. What experience do you have in assisting with transformational change driven by strategic issues? |  |
| 1. Describe your experience / training in project management. |  |
| 1. Why is volunteering for PMI important to you? |  |
| 1. How will your involvement on the Board help in governing the Chapter and PMI? |  |
| 1. What stakeholder communities are important to the Chapter and PMI? |  |
| 12. What are the main challenges for PMI Melbourne Chapter? |  |
| 13. What does being an ambassador for the Chapter and PMI mean to you? |  |

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| Nominees are required to provide a 250 word biography and a 250 word general statement. Both of these statements will be used as part of the election ballot materials for nominees selected by the Nominating Committee.   * A **biographical statement** of up to 250 words that provides members with an accurate understanding of your suitability as a Director of the Chapter. This may include specific details of:   + Your association with PMI Melbourne Chapter and PMI   + Board or committee experience, e.g. in business planning, risk management or financial oversight   + Relevant educational qualifications and certifications   + Experience of volunteering for not-for-profit associations   + Public speaking and media interactions. * A **general statement** of up to 250 words that focuses on your how you would contribute to the development of PMI Melbourne Chapter and what benefits to the Chapter members can realistically expect from your participation on the Board.   **Note:** Ifstatements exceed 250 words, they will be terminated at 250 words for inclusion on the ballot. |
| **Biographical Statement (up to 250 words):** |
| **General Statement (up to 250 words):** |

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| **Nominees are required to indicate commitment to the statements below.** | **Response** |
| I am both a financial individual PMI member and a PMI Melbourne Chapter member |  |
| Date of my PMI membership commencement |  |
| I have agreed to abide by the *PMI Code of Ethics and Professional Conduct* ([www.pmi.org](http://www.pmi.org)). |  |
| If I have a conflict of interest or there are reasonable grounds for a perception of a conflict of interest with PMI Melbourne Chapter or PMI, I shall declare this to the Nominating Committee, and to the members of the Chapter. |  |
| I agree to work in a collegial manner for the benefit of members of PMI Melbourne Chapter. |  |
| I agree to attend the Chapter’s monthly events regularly. |  |
| I agree to attend a minimum of 75% of Board Meetings per calendar year. |  |
| I agree to participate in a number of regular Chapter Board portfolio meetings that may be held outside of normal business hours. |  |
| I agree to follow the processes and procedures defined by the Board and the Chapter Rules. |  |
| I am eligible to be a Board member of an Incorporated Association in Victoria. |  |
| I am not insolvent and not under administration within the meaning of the *Corporations Act 2001* (Cth). |  |
| I am of sound mind and not liable to be dealt with in any way under the law relating to mental health. |  |
| I have not been suspended or expelled from PMI Melbourne Chapter. |  |
| I am not prohibited from being a director of a company under the Australian *Corporations Act 2001*. |  |

**Conditions of Nomination**

By completing this form, candidates are bound by the following conditions.

* You attest that your responses are truthful and complete and that the Nominations Form is submitted in good faith.
* If elected, you agree that you have sufficient time to serve productively for the full term of office and will organise your commitments to enable this.
* You understand and accept that the Nominating Committee will evaluate your suitability for a Board position in accordance with the selection criteria as defined in the Chapter Rules and your responses on this Form.
* You understand and accept that, as a condition of submitting this completed Nomination form, the decision of the Nominating Committee about whether you are nominated as a Director of the Board is final.

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| **Chapter Board Nominating Committee – Internal Use Only** | **Date** |
| Date of receipt of nomination |  |
| Date of confirmation of receipt advice provided to nominee |  |
| Date of confirmation against DEP |  |
| Recommendation advice to Board |  |
| Date advice provided to Board |  |