

**QUICK REFERENCE CHECKLIST
FOR NOMINATIONS TO BOARDS OF DIOCESAN AGENCIES AND SCHOOLS**

Nominator's Checklist

Please ensure that each task has been completed before submitting the nominee's documentation.

Steps	Tasks to be completed for each nomination for appointment/ reappointment:	Completed <i>(tick)</i>
1.	Complete the Nomination Form (revised version as approved by BiC on 3 June 2016)	
2.	Attach a current CV for the Nominee. Note: <i>Ensure that the CV contains a Date of Birth and the names and contact details of two referees.</i>	
3.	Check the Nominee's references	
4.	Ensure that the Nominee has completed and signed the Statutory Declaration . Note: <i>The Stat Dec can be witnessed by any authorised person listed on schedule attached with the form. The Chair of the Board/Committee or Rector/Priest-in-Charge should then counter sign where indicated to acknowledge that it has been completed.</i>	
5.	Ensure that the Nominee has completed a Police Check within the last 3 years. YES - please attach a copy of the certificate NO - Ensure the Police Background Check form (<i>Appendix 2</i>) has been completed and attach the necessary ID.	
6.	Attach a copy of current Board membership which must also include details of the church affiliation/faith background of each member; year of birth and professional qualifications (<i>see pro-forma</i>)	
7.	Once all of the above is completed: Submit all documentation to the Registrar via the Registrar's EA emma.body@anglicands.org.au or post to GPO Box 1981, Canberra ACT 2601.	

Note:

Upon receipt of the **Nomination Form**, the **Statutory Declaration** and the **Police Background Check Form** (*or certificate, if already completed*), the documentation will be forwarded to the ADS Safe Communities Directorate for processing and recording. The National Register check will be completed by the Professional Standards Director. Once the above due diligence has been completed, the ADS Safe Communities Directorate will advise the Registrar and the nomination will then be considered at the next scheduled meeting of Ministry Executive, before proceeding to the next meeting of Bishop-in-Council for formal approval. Following this the nominator and the nominee will be advised of the Bishop-in-Council resolution.