**Nominator’s Checklist**

**For nominations to Diocesan Boards and Committees**

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| **Steps** | **Tasks to be completed for each nomination for appointment/ reappointment**: | **Completed**  *(tick)* |
|  | For new appointments only - Nominator to complete **Application Interview** and provide nominee with a copy of, or link to, the **Board Induction document** <https://anglicancg.org.au/our-diocese/governance/board-nomination/>  **For persons being nominated as the Chair or Deputy Chair and  for Company Schools the BIC appointed Directors -** ensure that a meeting has been held with the Bishop |  |
|  | Complete the **Nomination Form** |  |
|  | Attach a **current CV** for the Nominee.  ***Note****: Refer to the nomination form which outlines the requirements* |  |
|  | Attach a **current Board/Committee membership** list which must also include details of the church affiliation/faith background of each member; date of birth and professional qualifications |  |
|  | Ensure that the Nominee has completed the **Safe Ministry  Statutory Declaration for Diocesan Boards and Committees** *(or has a higher level of screening on file that is current)* |  |
|  | Has the Nominee completed a **Police Check** within the last three (3) years?  **Yes** - please attach a copy of the certificate  **No** - Request nominee to fill out the **AFP National Police Check (NPC) Application Form** (*Appendix 2*) and attach the necessary 100pts of ID.  **Unsure** - contact the Safe Ministry Unit [SafeMinistry@anglicands.org.au](mailto:SafeMinistry@anglicands.org.au)  ***Note***: *The AFP NPC application form and copies of 100 points of ID should be submitted with the rest of the nomination documentation and will be processed by the Safe Ministry Unit)* |  |
|  | **Submit** all documentation to the Deputy Registrar [emma.body@anglicands.org.au](mailto:emma.body@anglicands.org.au) or post to GPO Box 1981, Canberra ACT 2601. |  |

**Notes**:  
Upon receipt of the **Nomination Form**, the **Safe Ministry Statutory Declaration** and the **Police Background Check Application Form** *(or certificate, if already completed)*, the documentation will be forwarded to the ADS Safe Ministry Unit for processing and recording.

Once the above due diligence has been completed, the ADS Safe Ministry Unit will advise the Registrar/Deputy 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.