

**Notes for Chairs of Boards and other nominators  
for meeting Bishop-in-Council requirements for nominations  
to Diocesan Boards and Committees**

Please read before filling out the attached nomination form

- **Interviews/Induction for new prospective nominees not previously appointed**  
For prospective nominees who are new to the Diocesan Board and Committee (i.e. not reappointments), the Chair shall arrange to interview the prospective nominee and provide a copy of or link to the [Diocesan Induction Booklet](#) and any other induction material relevant to the Board.
- **Nominations for the role of Chair or Deputy Chair**  
In the case of the putting forward of candidates for the positions of Chair and Deputy Chair, a meeting must be held with the Bishop to discuss this and introduce the candidate, prior to a nomination being submitted for consideration by Ministry Executive and Bishop-in-Council (BiC). Nominators should note that the appointment of someone to the role of Chair and Deputy Chair is ultimately a decision of Bishop-in-Council and there should be no expectation that a prospective candidate for these roles will automatically be approved.
- **Nominations to Company School Boards:**
  - In the case of the putting forward of candidates for the roles of Chair or Deputy Chair see above.
  - In the case of candidates for nomination for BIC director positions of Company School Boards a meeting must be held with the Bishop to discuss this and introduce the candidate, prior to a nomination being submitted for consideration by Ministry Executive and Bishop-in-Council (BiC).
  - It must be noted that there should be no expectation that prospective candidates for these roles will automatically be approved.
- **Nominations to Diocesan School Boards:**
  - The Chair and Deputy Chair of the Board shall be appointed by Bishop-in-Council on the advice of the Anglican Schools Commission which shall, before providing such advice, consult with the Bishop and, if practical, the Board.
  - A member of the local clergy shall be appointed by Bishop-in-Council on the advice of the Anglican Schools Commission after consultation with the Bishop and the Board;
  - The other members of the Board of each Diocesan School shall be appointed by Bishop-in-Council on the advice of the Anglican Schools Commission, after consultation with the Bishop.
- **Upholding the Anglican ethos**  
In considering nominations for board positions, Bishop-in-Council is particularly concerned to ensure that members of Diocesan Boards/Committees are able to espouse the Anglican ethos and understand the Anglican and faith context in which the Diocese expects its Boards and Committees to operate.

An understanding of the nominee's association with the Church is therefore very important in Bishop-in-Council's consideration of the nomination and the form should outline the nominee's current relationship with the Anglican Church and/or another Christian denomination.

For example, the nominee may:

- be a member of the Anglican Church and regularly worship at a particular parish;
- be an Anglican and occasionally attend church but have no specific parish affiliation;
- be a member of another Christian denomination;
- have a relationship with the Church through school involvement or other activities in support of the Anglican Church and the Diocese;
- while not actively involved in the Christian Church, be supportive of the school or agency's Christian/Anglican ethos and practice and have demonstrated this; or

- be from a different faith background, provided the nominee's values align with and are in support of the Anglican Church and the Diocese.

Notwithstanding the above examples, wherever possible, a majority of Board members should be active worshippers at a local Anglican parish to ensure this balance is maintained.

➤ **Who fills out the nomination form?**

The nomination form should be filled out by the nominator (usually the Chair or Secretary of the Board/Committee) and not the nominee, although consultation with the nominee will be necessary. Only nominate a person once they have agreed to be nominated.

The nomination form is designed to gain an appreciation of:

- the current composition of the particular Board, both in terms of skill mix and Anglican representation;
- the present vacancy;
- any skills, expertise or experience particularly required by the Board; and
- information about the nominee including church affiliation and faith background.
- A Curriculum Vitae (CV) for the nominee must be provided with the nomination form.

➤ **Key considerations when there is a vacancy on the Board/Committee**

When a vacancy occurs, the Board/Committee should take the opportunity to review the composition of the governance body; the qualifications, skills mix of current members; gaps in required skills; the balance of Anglican representation; other current vacancies and succession planning for members whose terms are due to conclude.

➤ **Due diligence requirements**

The due diligence requirements for those being nominated for Boards of Diocesan Agencies and Schools reflect the requirements outlined in the ***Diocesan Protocol for Screening (SM002)*** and the ***Diocesan Screening Guidelines (SM003)*** which were approved by Bishop-in-Council in December 2019, following the adoption by Synod in March 2018 of the ***General Synod Safe Ministry to Children Canon 2017***.

In addition to the nomination form and CV, the due diligence required for a person being nominated to Diocesan Boards and Committees includes:

1. Completion of a Statutory Declaration for Diocesan Boards & Committees current within the last three (3) years <sup>1</sup>
2. A Police Background Check current within the last three (3) years
3. A National Register Check will be undertaken by the Safe Ministry Unit for each applicant

➤ **The approval process**

- All nominations for appointment/reappointment are considered by Ministry Executive prior to proceeding to Bishop-in-Council (BiC) for formal approval.
- Ideally all due diligence aspects should be completed prior to the nomination proceeding to BiC, therefore it is recommended that nominations be submitted well in advance (i.e. 2 months prior).
- Once BiC has considered the nomination, the nominator and nominee will be informed of the resolution from BiC. All nominations will be considered in confidence by Bishop-in-Council.
- Please refer to the attached checklist which details the steps in the process.

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<sup>1</sup> A stat dec is not required if the nominee has already completed a higher level of screening (i.e. Safe Ministry Clearance Questionnaire) and this is on file and current.