



TAIHS
Townsville Aboriginal &
Islander Health Service

Townsville Aboriginal & Torres Strait Islander Corporation for
Health Services (ICN: 7681)

NOMINATION FOR BOARD DIRECTOR

Thank you for your interest in a Directorship position with TAIHS. We look forward to receiving your nomination application.

NOMINATION

TAIHS invites eligible candidates to nominate for a vacant Board of Director position. This Nomination Form provides information about the position and required documents. Your nomination will be considered by Members at the **Annual General Meeting (AGM) 2025 to be held on Tuesday 25 November 2025.**

A member is required to be present at this meeting to speak on behalf of your nomination if you are unavoidably absent, and unable to do so yourself.

LODGEMENT

Please return your completed application **on or before 4.00pm on 20 November 2025**, using either of the following options:

Email: Secretary@taihs.net.au

Post: Company Secretary
Townsville Aboriginal & Islander Health Service
PO Box 7534, GARBUTT QLD 4814

*****Note: If posting please allow sufficient time for delivery. *****

TAIHS is an Aboriginal and Torres Strait Islander community controlled and managed corporation.

BOARD OF DIRECTORS

The minimum number is three directors (including independent or specialist non-member directors) and the maximum number is seven directors (including independent or specialist non-member directors) (TAIHS Rule Book 5.1.2).

The role of the Board is detailed in the TAIHS Rule Book which can be downloaded from the website (www.taihs.net.au).

In accordance with the corporation's internal policies, which are a requirement under certain programs provided at TAIHS, a Director must:

- I. Provide Confirmation of Suitability or undergo a Child Safety and Personal History Screening to receive a Confirmation of Suitability from the Central Screening Unit in the Department of Children, Youth Justice and Multicultural Affairs (the department). Qld Government.
- II. Hold a current PAID working with Children and Young People 'Blue Card' or apply for a 'Blue Card'. Qld Government.
- III. Apply for a Director's ID (<https://www.abrs.gov.au/director-identification-number>)

CONFLICT OF INTEREST

Involves a conflict between public duty and private interests of a Board Director, where the Board Director has private interests that could improperly influence the performance of their official duties and responsibilities.

Conflict of interest can be actual, perceived, or potential. A conflict of interest is considered to be material if a reasonable person would take it into account in exercising judgement or making a decision.

Examples of material conflict of interest affecting a nomination for a Board Director position may include:

- Residing on the Board of another organisation; and/or
- Being an owner or employee of a major supplier to TAIHS.

All Board Members are required to complete a **conflict-of-interest** form, as part of the Induction process.

TERM OF OFFICE

Board Directors are appointed at the AGM for a term of three (3) years. They are eligible to be re-elected for two additional terms. (TAIHS Rule Book 5.5.1)

Generally, the commitment of the Board of Management is twelve (12) Board Meetings per year, with the provision for strategic planning workshops and special meetings.

Board Directors are expected to read all the relevant Board papers leading up to each meeting and to actively contribute at meetings.

Board meetings are generally held at the TAIHS Boardroom, 296 Ross River Rd, Aitkenvale and can take up to five (5) hours. They are held on the fourth Tuesday of each month.

A sitting fee is available to Board Directors for attending board meetings. Out of pocket expenses, including travel, are reimbursed in accordance with the approved TAIHS policy.

SUBMISSION CHECKLIST

Before submitting your application, please ensure that you have completed all sections of the Board Nomination Form, including:

- **Nominee Confirmation of Eligibility** (Pg 4 & 5).
- **Nominee Statement of Intent** (Pg 6)
- **Nominee Skills, Qualifications and Experience** (Pg 6).
- **Nominee Declarations** (Pg 7 & 8)
- **Nominee Statement of Declaration** (Pg 8)

TAIHS BOARD DIRECTOR NOMINATION FORM

ICN: 7681

1. NOMINEE DETAILS

Full Name			
Residential Address			
State		Post Code	
Postal Address			
State		Post Code	
Email Address (Must provide)			
Phone/ Mobile Number			
Current Employer			
Employer contact details			
Signature			
Date			

2. NOMINEE CONFIRMATION OF ELIGIBILITY

Please confirm your eligibility for the position by reading the following statements listed and checking the boxes ☒ provided	
Statement	✓
a) I am at least 18 years of age	
b) I am an Aboriginal and/or Torres Strait Islander person	
c) I have been a member of the corporation more than twelve (12) months	
d) I am not a current employee of the corporation	
e) I have never been lawfully terminated from TAIHS, or am not otherwise a past employee with a grievance	
f) I live within the TAIHS catchment area, which include Townsville, Ingham, Charters Towers and Ayr.	

g) I am not currently engaged in any legal or other dispute with TAIHS which could prevent me from acting the best interests of the corporation.	
h) I am not disqualified as a Director under the provisions set out in the Corporations (Aboriginal and Torres Strait Islander) Act 2006. <i>Under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 some people are not allowed to be directors or manage an Indigenous corporation. These people are called 'disqualified'. A person is automatically disqualified if they:</i> • <i>Are bankrupt.</i> • <i>Were sentenced to three (3) months or more in prison for an offence involving dishonesty in the last five (5) years.</i> • <i>Are disqualified under the Corporations Act 2001 (Corporations Act)</i>	
i) I can provide Confirmation of Suitability, or I meet requirements to receive a Suitable Notice from the Central Screening Unit in the Department of Children, Youth Justice and Multicultural Affairs (the department). Qld Government. This screening may consist of the person's child protection, traffic, and domestic violence histories.	
j) I hold a current paid 'Blue Card' for working with Children and Young People, or I meet requirements for a 'Blue Card' issued by Qld Govt.	
k) I am not 'related' to any current Board Member (with the exception of Board Members who are standing down from the Board). <i>'Related' as defined by TAIHS Rule Book 5.2.2</i> "Related" is defined as: - a parent, child, sibling, spouse/partner, brother or sister in law by marriage or defacto; - an uncle or aunt or first cousin by blood or marriage; - persons associated by way of employment, partnership, shareholding or beneficial interest; - persons associated in any other way that shall be deemed to be material and/or a personal interest at law". Please Note: <i>In the advent that a Nominee is related to another person nominating for the Board, the person with the highest number of votes will be elected. However, those related to Board Members who will remain during the term are not eligible.</i>	

3. NOMINEE STATEMENT OF INTENT

Provide a brief statement below outlining your aspirations for being a Director on TAIHS Board.

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4. NOMINEE RELEVANT SKILLS, QUALIFICATIONS AND EXPERIENCES

Provide a brief summary of your skills, qualifications, and experiences to let Members know what you could bring to the role of Director on TAIHS Board. If elected, some of this information may be used on TAIHS website.

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A Director on TAIHS Board has 5 legal duties under the CATSI Act:

- 1. DUTY OF Care and Diligence** (CATSI Act: section 265-1)
- 2. DUTY OF good faith** (CATSI Act: section 265-5)
- 3. DUTY TO NOT improperly use position or information** (CATSI Act: section 265-10 and 265-15)
- 4. DUTY TO disclose personal interests** (CATSI Act: section 268-1)
- 5. DUTY TO NOT trade while insolvent** (CATSI Act: section 531 -1)

Nominees for Board Director are invited to provide details of any personal or related interests, including all (and any) other board, committee or professional roles held, that may directly or indirectly impact their judgement or lead to personal benefit from their relationship as a Director on TAIHS Board.

5. NOMINEE DECLARATIONS

Please complete the statements on the following page. If you have ticked the 'YES' ☒ box, kindly provide details. If there are not sufficient lines provided for your response, feel free to provide the required information on a separate page and attach to this Nomination Form.

I wish to advise TAIHS that:

- a) I currently hold the following roles a Company Director, Board or Committee Member and/or Executive role/s with another Organisation:

☐ **YES** (provide details below) ☐ **NOT APPLICABLE**

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- b) I have previously held a Board of Director or Executive position with TAIHS:

☐ **YES** (provide details below) ☐ **NOT APPLICABLE**

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- c) I currently (or plan to) have a partnership with TAIHS as an employee, consultant, or supplier:

☐ **YES** (provide details below) ☐ **NOT APPLICABLE**

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d) I am currently (or plan to be) involved in public representation and advocacy on issues that could be perceived, or actually become, a conflict of interest to TAIHS. For example:

- *Being a spokesperson for any related organisation or service.*
- *Lobby on behalf of any organisation*
- *Promoting interests that may conflict with the business of TAIHS.*

☐ **YES** (provide details below) ☐ **NOT APPLICABLE**

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e) I have a current Directors Identification Number.

☐ **YES** (provide details below) ☐ **NO**

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f) The following additional information may be relevant in consideration of my nomination for Director on TAIHS Board:

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6. NOMINEE STATEMENT OF DECLARATION

I, (Full Name)

Of (Residential Address):

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..... QLD. **Post Code:**.....

Email Address:

Declare that the information provided on this declaration and nomination form is true and accurate record of my interests relevant, or likely to be relevant to an association with Townsville Aboriginal and Islander Health Service (TAIHS).

Nominee Signature: **Date:**/20.....