



10 October 2016

Abbeyfield Australia Member  
As addressed

Dear Abbeyfield Australia Member,

**Call for nominations for election to the Board of Abbeyfield Australia Ltd**

In accordance with the Constitution of Abbeyfield Australia Ltd, the term of three sitting Directors will expire at the Company's AGM on Saturday 19 November 2016. There is also one existing casual vacancy to fill. Consequently nominations are invited for the election of four directors to the Company's Board.

**Nomination Form and nominations deadline**

Nomination Forms are available from the public library page of the Abbeyfield Australia web site ([www.abbeyfield.org.au](http://www.abbeyfield.org.au)) or by emailing [admin@abbeyfield.org.au](mailto:admin@abbeyfield.org.au) and we will send the appropriate Nomination Form to you.

There are two types of Nomination Forms available: one is for members of Abbeyfield Australia to nominate an individual for election, and a separate form specifically for affiliated local societies to nominate or second an individual for election.

Completed Nomination Forms must be received by Abbeyfield Australia by 5.00pm (Melbourne time) on Monday 24 October 2016. It is your responsibility to lodge your completed Nomination Form by the deadline.

**Candidate statement**

Candidates are also invited to lodge a Candidate Statement to be circulated to all Members with the 2016 AGM Notice Paper. The Candidate Statement may be lodged with the Nomination Form and must be no longer than 450 words (including any headings). If your statement is not received by 5.00pm (Melbourne time) on Monday 24 October 2016, the words 'No Candidate Statement received' will appear in lieu of your statement. If your statement contains more than 450 words, only the first 450 words will be published. Do not include a photograph.

To assist us accurately reproduce your Candidate Statement please also send it via email (in a word.doc format or rich text format) to [admin@abbeyfield.org.au](mailto:admin@abbeyfield.org.au)

**Board skill set and fund raising**

Earlier in 2016 the Board members reviewed their skills and experience and identified a particular need for a new director with successful experience in fund raising. Beyond that the Board also recognizes the great benefit of some its number having a working knowledge of Abbeyfield house and hostel operations.

**Term of office**

Subject to the Constitution directors are elected for a three year term.

### **Who can nominate?**

Any Member of Abbeyfield Australia Ltd can:

- propose or second the nomination of another individual
- propose or second their own nomination.

Affiliated Abbeyfield local societies can also nominate or second an individual for election to the Abbeyfield Australia Board. To do this simply complete the appropriate Nomination Form available from the Abbeyfield Australia website.

The three retiring directors (being Jacquelyn Landos, Andrew Moylan and Peter Ridler) are also eligible to nominate for re-election.

### **About the Abbeyfield Australia Board**

The Abbeyfield Australia Board has a maximum of ten directors. Typically the Board's annual meeting schedule includes five or six Board meetings, one AGM and a two day planning and development forum.

The Board will set its meeting schedule for the coming year at its Board meeting on Saturday 19 November 2016 (immediately following the 2016 AGM), though in recent years Board meetings have been predominately held on Saturdays in Melbourne. Additional meetings are occasionally held via telephone teleconference, skype or other web based teleconferencing. Email is relied upon heavily for Board communications.

Board members also serve on the Board committees. In the main, committees meet on the same day as the scheduled Board meetings though additional meetings can be expected.

### **About the director's role**

The role of an Abbeyfield Australia director is quite demanding. It is also a reasonably hands-on role requiring a sustained and meaningful commitment. Directors must attend Board meetings, participate on committees, and occasionally assume responsibility for individual assignments.

Directors will also be appointed as Liaison Director to act as a primary conduit between the Board and assigned local Abbeyfield Societies. This is in addition to the director's primary responsibility for the overall governance of the organisation including financial management, risk management, strategic planning and policy setting.

The role of director on the Abbeyfield Australia Ltd Board is an honorary role. The Company's Constitution prohibits payment of fees to Directors but does allow the reimbursement of approved company related out-of-pocket expenses. In instances where attendance meetings are held, Abbeyfield Australia Ltd can reimburse Directors for the cost of economy travel.

Yours sincerely,



**Chris Reside**  
Chief Executive Officer  
Abbeyfield Australia