



Information Kit: Nomination and Assessment Committee – Annual General Meeting elected positions

Purpose of the Nomination and Assessment Committee (NAC)

The NAC is a committee established under the Amnesty International Australia Constitution. Its primary purpose is to identify and assess potential candidates for Amnesty International Australia's National Board. Its purpose, function and powers are set out in the [Amnesty International Australia Constitution](#) (see clauses 15 and 16).

Composition of the NAC

The NAC is comprised of three members – one of whom is elected at the Annual General Meeting for a two year term, along with two reserves for that position. The election is held in two rounds – one round to fill the NAC position and another round to fill the two reserve positions.

The other two members of the NAC are appointed by the National Board. This information kit does not relate to those members of the NAC.

Term of the AGM elected member

The term is two years, with a maximum of two consecutive terms.

Functions and Powers

The functions and powers of the NAC are set out in the Constitution and include:

- Sourcing and assessing candidates for election or appointment to the National Board, and to board committees at the Board's request;
- Providing information on candidates to voters ahead of the Annual General Meeting;
- Drafting the nomination form in consultation with the company secretary;
- Conducting interviews of candidates and employing any other process it sees fit.

The NAC must send a list of all candidates along with its assessment at least 21 days prior to the Annual General Meeting to the voters, directors and to the company secretary. The NAC sets the time for the close of nominations in the call for nominations, which is effected through the company secretary.

Statement of capabilities, attributes and diversity

The National Board and the NAC develop a statement of capabilities, attributes and diversity against which the NAC will assess candidates. Activism must be included as a capability.

NAC candidate requirements

The candidate must be a current member of Amnesty International Australia throughout their term on the NAC. If membership ceases, so does their position on the NAC.

The successful candidate must execute a deed that they acknowledge that their position on the NAC will be automatically vacated if they seek to be considered for any role in which the NAC is involved.

Process for nominating to the NAC

People interested in standing for the position on the NAC and/or for one of the two reserve positions must be a current member and fill out the attached nomination form.

The form - and an accompanying statement of one page setting out why you would like to join the NAC - must be sent to the company secretary, Katie Wood: company.secretary@amnesty.org.au by **15 October 2020** so that the statement can be published for voters' information ahead of the Annual General Meeting on 31 October 2020.

If you would like more information or to discuss these positions further, please email Kate Waterford, Chair of the NAC at kate.waterford@amnesty.org.au.

**Nomination Form for the Annual General Meeting elected member of the
Nomination and Assessment Committee and reserve positions 2020**

Nominee's Full Name: _____

Nominee's Phone Number: _____

Nominee's Email Address: _____

Nomination by an Amnesty International Australia current member

I, _____, current member of Amnesty International
Australia (member number: _____) nominate
_____ for election for the
following position(s) on the Nomination and Assessment Committee:

- Member of the Nominations and Assessment Committee
- Reserve to the Member of the Nominations and Assessment Committee (one of two reserves)

[NOTE: Nominees can stand for either or both positions. Delete the position not being applied for if this is the case]

Signature of Nominator: _____

Date: _____

Supporting Nominator

I, _____, current member of Amnesty International
Australia (member number: _____) support the above nomination.

Signature of Supporting Nominator: _____

Date: _____

Nominee Consent

I, _____, current member of Amnesty International
Australia (member number: _____) consent to this nomination.

Signature of Nominee: _____

Date: _____

**Please send the completed nomination form and your one page to Katie Wood, company
secretary, Amnesty International Australia, Locked Bag 23, Broadway, NSW 2007 or
company.secretary@amnesty.org.au**