

**Napier Kindergarten Association
Board of Trustees Nomination Form**



1. Nominee Details

Full Name: _____
Address: _____

Ph: _____
Cellph: _____

Nominator Name & Signature: _____

Every nomination should be accompanied by the following:

- A brief letter of interest stating why you would like to join the Board of Trustees, what you believe you will bring to the position and what you would like to gain from the position (this will be forwarded to all Association members prior to the AGM)
- Brief resume, CV or summary of experience you bring to the position
- Written references (if available) and provision of 2 referees and their contact details.
- A completed Criminal Disclosures check form (as attached)

2. Nominee Acceptance of Nomination

- I accept this nomination to the Napier Kindergarten Association Board of Trustees
- I agree to undertake a Criminal Disclosures check (as attached)
- I agree that as part of the election process for Board Members my letter of interest will be distributed to Association Members prior to the next Annual General Meeting
- I declare I know of no reason why I should not be considered for a Board position

Signed: _____ Date: _____

Board Seconder Name & Signature: _____

(this will be completed after you have submitted your nomination form, been interviewed by a Board Member and your nomination is endorsed. The interview with a Board Member will be arranged with you between the 27 February and the 22 March 2017)

Joining the Napier Kindergarten Association Board

Kia ora koutou

Napier Kindergarten Association Board of Trustees extends a warm welcome to any person interested in joining the Board. Being on the Board provides Members with an opportunity to help shape the future of our kindergartens, be involved in decision making, learn about Governance, participate in Professional Development opportunities and meet with others with a similar interest in early childhood education.

Board Members are recruited by:

- Election by the Members present at an AGM or
- Co-option on to the Board at any time during the year when a vacancy exists after the AGM

If you are interested in learning about what is involved in being a Board Member please contact the Board's President, Jessica Uri or the General Manager, Helen McNaughten.

To help you understand a little more about the role of a Board Member we will provide prospective Board Members with:

- an Induction Booklet and
- the Board Governance Manual
- the NKA Constitution

We invite you to attend a Board Meeting, so that you have the opportunity to meet the Board and observe the issues the Board is involved with. The next Board meeting is the **5 April 2017, 6pm**, 66 Kennedy Rd, Napier.

The process for election to the Board at an AGM is:

- Nominations should be received by the Association no later than Friday 24 February 2017 and must be made on the Associations' Nomination Form (as above)
- After we have received your nomination form your nomination must be seconded by a Board Member, so a meeting with one or more Board Members will be arranged for you prior to the 22 March 2017.
- With your nomination form you are asked to provide a brief letter of interest which should provide some information about yourself, why you are interested in joining the Board, what you would bring to the Board and what you would like to gain from the experience. This letter will be circulated to Association Members prior to the AGM.
- At the AGM you will be introduced to the Members who will have the opportunity to ask you any questions they may have regarding your standing for the Board.
- Members will vote on your nomination, at least 50% of the Members present at the AGM must vote in favour to be elected to the Board.

Each Board Member is elected for a 2 year term commencing from the date of election or re election at an AGM. Co-opted Board Members must stand for election at the first available AGM that occurs after they were co-opted.

If you would like to be nominated for a position on the Board and require some assistance with the process the General Manager will be only too happy to provide this.