



## NOMINATION FORM NSWCCL EXECUTIVE AND COMMITTEE POSITIONS 2025/26

### POSITIONS TO BE FILLED

- **Executive Positions:** President, Vice-Presidents (3), Secretary, Assistant Secretary, Treasurer.
- **General Committee Members:** 15 positions.

Please complete both Sections 1 and 2 of this form. Background information on the roles and responsibilities of the Committee and the Executive, as well as roles and expectations of individual executive officers and committee members, is attached in Section 3. This information will assist you in deciding on your nomination and in providing relevant details about yourself in Section 2. Full details for eligibility for nomination to the committee are provided in the Constitution.

If you would like to discuss further, please contact the Secretary, Adam Connor at 0479 031 970 or via email at secretary@nswccl.org.au.

Completed nominations must be received by the Secretary no later than 5 pm, 15 October 2025.

Submit via email: secretary@nswccl.org.au

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### Section 1: Candidate Agreement to Nomination

I, \_\_\_\_\_, having been a member of NSWCCL Inc for at least three months, agree to be nominated for the position(s)\* of \_\_\_\_\_ for the year 2025/2026.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*If you nominate for an Executive position but are not elected, you can also stand for a General Committee Member position. To do so, you must nominate for both options on this form: i.e., a specific Executive position and General Committee Member.*

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### Nomination of Candidate by Two CCL Members

#### Nominator 1:

I, \_\_\_\_\_, being a member of the NSWCCL Inc, nominate \_\_\_\_\_ for the above position(s).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*In the spirit of reconciliation, the NSW Council for Civil Liberties acknowledges the Traditional Custodians of Country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all First Nations peoples across Australia. We recognise that sovereignty was never ceded.*

**Nominator 2:**

I, \_\_\_\_\_, being a member of the NSWCCCL Inc, nominate  
\_\_\_\_\_ for the above position(s).

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 2: Candidate Information**

Please provide brief comments for the information of the AGM members. (See Section 3 for information on committee/executive roles and expectations.)

**Comment on your interest in civil liberties and related matters:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ways you would like to contribute to the work of the NSWCCCL in the role for which you are a candidate:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 3: NSWCCCL Executive and Committee Roles and Responsibilities**

This summary is to help members understand the NSWCCCL governance structure and the roles and Council expectations of executive and committee members. Apart from matters stipulated in the NSWCCCL Constitution, the roles and expectations in relation to individual positions are guidelines and are, in practice, implemented flexibly.

**Committee Roles and Responsibilities**

“Subject to any direction by the Council in general meetings, the Committee has control and management of the affairs of the Council.” (NSWCCCL Constitution: cl 21(1))

**Committee Members Roles and Responsibilities**

All Committee members, including Executive officers, are expected to give meaningful commitment to the Council’s work, including actively:

- Attending and contributing to Committee meeting discussions.
- Contributing to a major area of Council work and actively participating in a sub-group of the committee, such as policy, membership, or fundraising.
- Supporting Council fundraising activities and events.

- Attending external meetings and forums on behalf of the Council.

### **Executive Roles and Responsibilities**

“The Executive Committee shall act for the Committee between meetings and report to the Committee on these activities.” (NSWCCL Constitution: cl 22 (3))

In practice, the Executive undertakes much of the preparatory work in formulating policies and strategies on major issues for consideration by the Committee and takes action, as it judges appropriate, on all urgent issues. The Executive also manages liaison with other Councils for Civil Liberties organisations and other relevant organisations, as well as the administrative and office functions, including any staff and volunteers/interns.

### **Executive Officers’ Roles and Responsibilities**

All Executive members are expected to give a significant commitment to the Council’s work, attend at least two-thirds of Executive meetings, and be adequately prepared to participate fully in executive deliberations. Executive members form part of the Committee and are, of course, expected to fulfill Committee responsibilities.

## **Specific Responsibilities of Executive Officers**

### **President**

- Provide leadership to the Committee and Council.
- Act as spokesperson and advocate for CCL.
- Preside over Committee, Executive, and general meetings.
- Monitor the performance and behaviour of the Committee and Executive.

### **Secretary**

- Make public statements on behalf of the Council, consistent with Committee policy or directions.
- Manage overall administrative functions of the Council, including preparation and follow-up for all meetings, efficient operation of office and staff, preparation, formal communications between the Council and external persons/agencies, oversight of regulatory obligations, coordination of preparation and lodgement of submissions, and overseeing website and social media.
- Provide monthly reports of council activities to the Committee.

### **Assistant Secretary**

- Assist the Secretary as agreed and stand in for the Secretary when absent.

### **Vice Presidents (3)**

- Stand in for President when absent.
- Take active leadership of and responsibility for at least one major CCL activity area.
- Attend and actively contribute to meetings of at least one action group.
- Contribute to establishing links and building the profile of the Council.

### **Treasurer**

- Attend and contribute to relevant action group meetings.

- Collect all monies due to the Council and ensure all authorized payments are made.
  - Ensure correct records and accounts showing the financial affairs of the Council are kept, including receipts and details of expenditure.
  - Ensure the annual financial audit is conducted by the appointed external auditor in a timely manner for presentation to the AGM.
  - Support and manage office staff in relation to all financial processing, recording, and reporting processes.
  - Provide monthly financial reports to Council meetings and advise on any financial issues of concern or opportunities.
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