

2024-2025 WDV Board

Nomination Guidelines



1. All Full Members of Women with Disabilities Victoria are eligible to nominate themselves or another Full Member for a position as Director on the Board.
2. Nominations for the position of Director must:
 - Be made by submitting the completed Nomination Form.
 - Include responses to the five (5) questions listed in the Nomination Form. (Responses will be compiled and presented as the Nominee's nomination statement.)
 - Include a nomination summary in the form of a 60 second video or audio recording, or transcript to be read and recorded by a WDV staff member, in accordance with the instructions below;
 - Include the written consent of the Nominee (this can be an electronic or handwritten signature where marked).
3. Nominees are encouraged to submit a photograph to be used to accompany their nomination statements.
4. Nominations close at **5pm AEDT on Tuesday 29 October 2024**. Late nominations will not be accepted.
5. Nominations must be received by the Board Governance Officer by either:
 - **Email:** agm@wdv.org.au
 - **Web page:** <https://www.wdv.org.au/agm2024/>
 - **Post:** in the Reply Paid Envelope attached
 - i. If you misplace the envelope, please send the form to Board Governance Officer, PO Box 18314, Collins Street East, VIC 8003.
 - ii. **PLEASE NOTE:** if sending by post, please allow sufficient time for delivery (at least 4 business days) prior the date above.
6. Nominations will be acknowledged via email within 7 days of the closing date.

7. The written nomination statements provided by the Nominees will be sent in advance to all WDV Members and posted on the WDV website.
8. Nominees will be required to submit a 60-second nomination summary recording to be presented to Members at the AGM. The video or audio recording may be made with a mobile device. If nominees require assistance with the recording, we will offer support to either record their statement via Zoom or do an audio recording on their behalf with a staff member reading a transcript provided by the nominee. Recordings must be submitted by email by **5pm AEDT on Tuesday 29 October 2024** to agm@wdv.org.au.
 - If you would like to submit a transcript of your recording to assist with captioning, please do so.
 - Nominees can contact us for assistance by booking a time with our Board Governance Officer, Rosie Appleby, using this link [[book here](#)].
 - These sessions will be online for 15 minutes and nominees must attend prepared with their nomination form and a script for their nomination summary recording.
 - If you have accessibility requires to participation in this session, please contact Rosie at agm@wdv.org.au.
 - **PLEASE NOTE: late submissions will not be accepted and will mean a nomination cannot proceed.**
 - **PLEASE NOTE: to ensure fairness all recordings will be cut to a maximum of 60 seconds.**
9. If the number of nominations received is equal to the number of vacancies, the members nominated shall be deemed to be elected without a poll, otherwise an election will be conducted at the AGM.
10. Women with Disabilities Victoria values diversity and particularly encourages First Nations women, women from culturally and linguistically diverse backgrounds and people who are LGBTQIA+ who are Full Members to apply.
11. If you have any questions regarding your eligibility for membership with Women with Disabilities Victoria or for your nomination to the WDV Board please contact us by:
 - **Email:** agm@wdv.org.au
 - **Phone:** 0497 186 467
12. For further information regarding the role and responsibilities of the WDV Board please refer to the **Board Position Description** document.