



**CALL FOR BOARD* MEMBER NOMINATIONS
EXPRESSIONS OF INTEREST (EOI)
ANNUAL GENERAL MEETING 2026**

We are seeking Expressions of Interest (EOI) for the following Office Bearers and General Members whose term expire at the 2026 Annual General Meeting (AGM) to strengthen the governance of the organisation. Successful applicants will be nominated for a position on the CPSN Board.

Due to the expiry of their term, the roles of Treasurer and Secretary will be declared vacant at this year's AGM in November. A call for expressions of interest is being held to fill these vacancies as well as for ordinary member positions.

All are eligible for re-nomination however the Treasurer and Secretary will be retiring. Board members will be elected for a period of three years and Board members whose term expires are eligible for re-election.

In accordance with our Rules, nominations are invited to fill the following roles:

- Treasurer
- Secretary
- General Member x 2

Board members will be elected for a period of three years.

To be eligible as a candidate for an ordinary Board member position, the following capability criteria applies:

- Ability to align individual knowledge and experience and the whole board capability to the governance needs of the organisation.
- Be able to identify any gaps in skills, knowledge and behaviours that could be addressed through training or mentoring.
- Assist with a range of board functions including strategic planning, high level risk management, policy review, governance review and development, and succession planning.
- Understand the capabilities required to work effectively on a community sector board.
- Monitor and review budgets, financial reports, legislative and regulatory compliance; and other quality and human rights obligations and KPIs.
- Manage risk and ensure compliance through a review process.
- Plan for the sustainability of the board and the organisation when planning and organising.
- Contribute to meetings and workshops, provide leadership, work collaboratively and foster engagement with all stakeholders.
- Behave ethically and make clear and timely decisions.



- Is considered by the Board as possessing some, or all, of the skills and attributes identified by the Board (and as amended from time to time) as being required by the association to fulfil its purposes.
- Applicants with lived experience or a personal connection with cerebral palsy are desirable but not mandatory.

Treasurer role

In addition to the general board member capabilities above, the Treasurer role includes:

- Have high-level financial knowledge and expertise
- Understand the fiscal legislative and statutory obligations
- Have extensive experience in financial analysis, audit and reporting
- Ensure that the financial records of the Association are kept in accordance with the Associations Incorporation Reform Act 2012; and
- Coordinate the preparation of the financial statements of the Association and their certification by the Board prior to their submission to the AGM of the Association.

Secretary Role

In addition to the ordinary Board/Committee member capabilities above, the Secretary role includes:

- The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.
- (2) The Secretary must—
 - (a) maintain the register of members in accordance with rule 18; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
- (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
- (d) perform any other duty or function imposed on the Secretary by these Rules.

Next Steps

- ****EOI submissions close at 5.00pm AEDT, Friday 2 October 2026.**
- Following assessment, applicants will be contacted to confirm whether they are invited to submit a formal nomination.

Please send your **Expression of Interest** to:

Kellie O'Shea, CEO

Email: kellie.oshea@cpsn.org.au



For further information or to discuss your interest, please contact Kellie O'Shea on 0400 068 427.

****According to the Rules definition, Board Member is referred to as Committee Member.***

*****You need to be a voting member to be nominated for any of the roles. Please contact CPSN if you are not a voting member on 03 9478 1001.***