YWCA Canberra 2025

**Board Traineeship nomination form**

Note: Your responses will be made available to members of the YWCA Canberra Board Traineeship Assessment Panel.

To have your nomination form accepted please ensure you have answered all questions and signed the last page.

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| --- | --- | --- | --- |
| **1** | Name |  | |
| **2** | Date of birth |  | |
| **3** | Residential address  Postal address  Contact phone number  Email address |  | |
| **4** | Current position and employer or educational institution if a full-time student |  | |
| **5** | Diversity: do you identify as a woman, and | Aboriginal and/or Torres Strait Islander  A person with a disability  Culturally, Ethnically and Linguistically Diverse  LGBTQIA+  prefer not to say  not applicable | |
| **6** | Year joined YWCA Canberra as a member |  | |
| **7** | Previous participation with YWCA Canberra.  Example: attendance at the She Leads Conference, courses and or volunteering |  | |
| **8** | Identify areas of industry experience and technical skills you possess  (select those applicable) | **Industry Experience**  Stakeholder engagement  Community services  Housing sector  Government Relations / Political  Advocacy  Education  Children services  Other | **Technical skills**  Finance  General business  Risk  Legal  Marketing  Technology  Other |
|  | If you selected other, please provide details |  |  |
| **9** | Have you had any opportunities to engage with Boards or Committees?  If so, please provide details | 1. Position held:     Name of company/institution/organisation/ committee:    Duration/period:     1. Position held:     Name of company/institution/organisation/ committee:    Duration/period:   1. Position held:     Name of company/institution/organisation/ committee:    Duration/period: | |
| **10** | Other volunteer or community experience?  If so, please provide details |  | |
| **11** | List details of skills and experiences you would bring to the Board Traineeship program  This can include examples from your personal life, work, volunteering, or studies |  | |
| **12** | Why are you interested in the Board Traineeship program with YWCA Canberra?  (maximum 150 words)  Please outline your motivation for joining the YWCA Canberra Board Traineeship program |  | |
| **13** | Please declare any history of bankruptcy or being excluded from being a Director by ASIC or ACNC; and any criminal convictions  If no history, please indicate N/A |  | |
| **14** | Do you identify any conflicts of interest that might arise from being a YWCA Canberra trainee with any other roles that you hold, or have previously held (employment, volunteer, personal)  List the conflicts identified, if no conflict write N/A  *Note: any declared conflicts of interest may not result in deemed ineligibility for this position*  [Further information on conflict of interest can be found here](https://ywca-canberra.org.au/wp-content/uploads/2021/08/YWCA-Canberra-Board-Conflict-of-Interest-and-Duty-Policy-1.pdf) |  | |
| **11** | Additional information you wish to disclose to support your application, that is not covered above? |  | |

**Signing this form**

Please ensure you have signed this nomination form. **Forms without a signature will not be accepted.**

Digitised signatures will be accepted. Digital signatures can be inserted into this form using Adobe Reader’s signature feature:

1. Open the document in Adobe Reader.
2. Navigate to the page where signatures are required.
3. Select the ‘Sign’ menu at the top.
4. Select ‘Fill & Sign’.
5. Select ‘Sign yourself’ from the ‘Fill & Sign’ ribbon.
6. If you do not have one already, select ‘Add signature’.
7. We only accept drawn signatures and images. **Do NOT use the ‘Type’ option.**
8. Draw your signature or upload an image of your signature.
9. Click ‘Apply’
10. Click on the section of the form for your signature and it will be applied.

**Declaration**

**In applying for this program, I understand and commit to the requirements of the program.**

This includes complying with:

* YWCA Canberra Constitution
* Board Code of Ethics
* Conflict of Interest and Duty Policy
* YWCA Canberra internal policies and procedures

I understand and commit to the requirements of the board, which include:

* preparation for Board meetings, including reading papers
* attendance at Board meetings (held every six to eight weeks on a weeknight)
* ensuring professional conduct at all times, including confidentiality
* participation in at least one planning day a year
* joining appropriate subcommittees of the Board
* attendance at relevant subcommittee meetings (held at least quarterly on a weeknight)
* participation in events and volunteer activities.

I declare I am a current financial Ordinary Member or an Honorary Life Member of   
YWCA Canberra as at **>insert submission date<** and am aged 18 years or older.

**Signature of nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**

Return this completed form to [governance@ywca-canberra.org.au](mailto:governance@ywca-canberra.org.au).

Nominations must be submitted by Monday 15 September 2025