

## **Notice of AGM and Election**

### **Guidelines for Nomination for the Palliative Care NSW Management Committee**

The Management Committee of Palliative Care New South Wales (PCNSW) is inviting nominations from PCNSW members who are willing to contribute to the governance of PCNSW and its work, to ensure that all people with a life limiting illness and their families are supported to live, die and grieve well.

The Management Committee is seeking new members who can expand or enhance its mix of skills, experience and diversity, and who are able to contribute demonstrated:

- experience in governance;
- strategic thinking;
- experience in palliative care and end of life care in relation to chronic illness, aged care, disability care, and / or primary health care;
- experience in government relations, policy and advocacy;
- personal values that are consistent with the values of PCNSW.

At the PCNSW **Annual General Meeting to be held on Friday 4 November 2022**, an election will be conducted for the following Management Committee positions:

- Treasurer
- Secretary
- Up to seven (7) General Members

All positions are for a two-year term. The President Elect shall assume the role of President at the AGM and the current President shall assume the role of Vice President/Immediate Past President, therefore those positions are not up for election at this time.

The Management Committee meets face to face or via zoom once per month, for approximately two hours to discuss PCNSW's strategic direction, financial position, policies and other matters of importance. Papers for meetings are distributed electronically beforehand to allow members to prepare.

The primary role of the Management Committee is one of trusteeship on behalf of its members, ensuring that the organisation remains viable and effective in the present and into the future. The Management Committee is accountable for all PCNSW organisational and strategic matters. All decisions are made collectively by the Management Committee and all Management Committee members share equal responsibility for those decisions.

A Management Committee position at PCNSW offers the opportunity to share in the decision making of a dynamic peak health organisation. Management Committee members work in a collaborative environment and share in the achievements of the organisation. There is an expectation that members of the Management Committee will contribute their time and expertise outside of the set monthly meetings to some extent.

All financial members of Palliative Care New South Wales are eligible to stand as a candidate or nominate a candidate for these positions.

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Nominations must be made in writing via email, signed by 2 current members of PCNSW and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination).

**Nominations close at 5pm on Friday October 28<sup>th</sup> 2022.**

Nominations may be addressed to:

The Secretary  
Palliative Care NSW  
Suite 706  
50 Clarence St  
Sydney NSW 2000

Or by email to:

[linda@palliativecarensw.org.au](mailto:linda@palliativecarensw.org.au)

**The 2022 Palliative Care NSW Annual General Meeting will be held at 5.30 PM on Friday November 4 at the Crowne Plaza Terrigal.**

**NOMINATION FORM**  
**Annual General Meeting**  
**Friday 4 November 2022**  
**Crowne Plaza Terrigal**  
**5:30pm - 6:00pm**

Nominations close at 5PM on Friday October 28 2022.

Nominations may be addressed to

Palliative Care NSW

Suite 706 50 Clarence St Sydney

Or by email to: [linda@palliativecarensw.org.au](mailto:linda@palliativecarensw.org.au)

I, \_\_\_\_\_, a member of PCNSW  
(name)

of \_\_\_\_\_  
(address)

hereby nominate for the position of **Secretary/Treasurer/General Member**  
(please strike out not applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, a member of PCNSW,  
hereby endorse the nomination of the applicant, who is personally known to me, for the position of  
**Secretary/Treasurer/General Member**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, a member of PCNSW,  
hereby endorse the nomination of the applicant, who is personally known to me, for the position of  
**Secretary/Treasurer/General Member**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### ***Short Profile and Photo of Nominee***

Please provide a portrait-style photo and short profile (maximum 350 words) to support your nomination. Your profile should indicate:

- a) your skills and experience with particular reference to the areas of demonstrated expertise and experience outlined in the guidelines for nominations;
- b) your experience and education in relation to governance.
- c) the contribution you would wish to make to the governance of PCNSW.

This should be submitted in the form of a Word or PDF document. Please also check that the nominee, nominator and seconder details are fully completed.

Please send your completed nomination form and profile document(s) to Palliative Care NSW:

The Secretary  
Palliative Care NSW  
Suite 706  
50 Clarence St  
Sydney

Or by email to:

[linda@palliativecarensw.org.au](mailto:linda@palliativecarensw.org.au)

**DEADLINE: Nominations must be received by PCNSW  
by 5.00 pm on Friday 28 October 2022**