



Information regarding the election of CBAA Board's Women and Gender Diverse People's Representative at the CBAA Conference

Eligible individuals are invited to nominate for the vacancy of the Women and Gender Diverse People's Representative role on the Board of the Community Broadcasting Association of Australia.

Any woman or person identifying as Gender Diverse over the age of 18 is eligible to be nominated by a member station. It is important that candidates have several years' experience at stations. Knowledge of the sector as a whole is essential.

General information regarding the position and the CBAA Board is available in this information pack.

How to nominate

Nominees must contact Liz Freestone, liz.freestone@cbaa.org.au to obtain the nomination form (*Nomination for the Women and Gender Diverse People's Representative*) and return the completed form via email no later than 5.00 pm AEDT on Friday, 14 October 2022.

The election will be held at the Women and Gender Diverse People's Forum at the CBAA Conference at 1:00pm AEST in Cairns, Queensland on Friday, 28 October 2022.

Nominations close 14 days before and nomination forms must be completed correctly, containing a written profile (in third person) of no more than 150 words and attach a headshot photograph. The profile and photograph will be included in the documentation for the Forum.

Nominations will be checked to ensure they are valid nominations from eligible voting members.

Participation at Board meetings is on a voluntary basis, however the CBAA meets all reasonable travel and accommodation costs.

More information

If you have questions, contact Jon Bisset, CBAA Chief Executive Officer on 02 9310 2999 or jon.bisset@cbaa.org.au or the current Women and Gender Diverse People's Representative, Maddy Macquine, maddy.macquine@gmail.com.

Frequently Asked Questions

What is the role of the Representatives?

Representatives attend CBAA Board meetings. During their terms, the representatives may be paired with existing CBAA Board Members who will provide guidance and support in a mentor capacity.

Participation at Board meetings is on a voluntary basis, however the CBAA meets all reasonable travel and accommodation costs.

The representatives may also participate in formal professional development opportunities related to governance and other relevant topics, such as the Australian Institute of Company Directors Not- For-Profit Governance course.

Are they Board members?

The positions are not Directors of the CBAA. The representatives attend Board meetings for the purpose of observing or advising in accordance with Clause 20.2(e) of the CBAA Constitution. The CBAA values the input and opinion of the Representatives in all Board matters and actively encourages them to participate in all discussion and decision making within the Board structure.

Who is eligible to become a Representative?

Any woman or person identifying as Gender Diverse over the age of 18 nominated by a CBAA member station is eligible to be nominated. It is important that candidates have several years' experience at stations. Knowledge of the sector as a whole is essential.

How are the Representatives selected?

Elections are held at the Women and Gender Diverse People's Forum at the CBAA Conference.

The nomination itself is not a binding process and the recommended candidate is considered officially by the Board at their first meeting after the AGM.

Former representatives are not eligible for re-election.

CBAA Board and Board Member roles

What is the CBAA Board?

The CBAA Board is the governing body of the CBAA and is the group of individuals who together are ultimately responsible for overseeing the CBAA's operations and making sure it is working towards achieving its charitable purpose in a way that also meets its ethical, legal and financial obligations.

The Board members are Directors of Community Broadcasting Association of Australia Ltd, a company limited by guarantee. The Board is currently comprised of:

- The President
- The Vice President (Radio)
- Five (5) ordinary Board members

A Youth Representative and a Women and Gender Diverse People's Representative also participate in meetings of the Board.

Participation is on a voluntary basis, however the CBAA meets all reasonable travel and accommodation costs.

To assist Board members in developing these attributes and competencies, Directors should be prepared to participate in director training as recommended and supported by the CBAA.

The next election for the Youth Representative will occur at the 2023 CBA Conference.

What's the CBAA position on Board diversity?

The Community Broadcasting Association of Australia (CBAA) values the diversity of the community broadcasting sector and acknowledges that there are groups that are often underrepresented in decision-making within the sector.

To address this, the CBAA has implemented three strategies:

1. The CBAA Constitution requires that, as far as possible, the Board should be representative of all States and Territories of Australia, and of different types of community broadcasting interests and that a majority of Directors on the Board must be representatives of CBAA member stations holding permanent community broadcasting licenses.
2. The creation of a Women and Gender Diverse People's Representation role and Youth Representation role to the CBAA Board.
3. In order to ensure a gender balance on the Board, the first woman with the highest number of votes will be declared elected and the first man with the highest number of votes will be declared elected, i.e. the first two ordinary member positions will be awarded to the highest polling male and the highest polling female. Any remaining positions are filled on a first-past-the-post basis, with the last elected candidate filling the one-year ordinary member term. The President and Vice-President position will be awarded on a straight first past the post basis. This has resulted in a close to 50:50 representations on the CBAA Board over the last 10 years

What does the CBAA Board do?

The CBAA Board is responsible for the overall governance of the CBAA. The Board sets the strategic objectives of the organisation, holds a range of legal, corporate and governance responsibilities, represents the interests of members, develops sector policy and works towards the benefit and improvement of community broadcasting. The CBAA Board is a governance board and its role is clearly delineated from management.

More information on the objectives, roles and responsibilities of the CBAA Board can be found in the Board Charter that forms part of this information kit and is also available online [here](#).

You can find out more about being a director in attached ACNC's Guide for Charity Board members. The guide is also available online [here](#).

CBAA Board membership requires a considerable time commitment, including attendance at meetings, preparation time and travel, and more. Board members are asked to make every effort to attend all meetings.

Participation is on a voluntary basis, however the CBAA meets all reasonable travel and accommodation costs.

If you are interested in nominating, you should contact the CBAA Chief Executive Officer to discuss the role in more detail.

When and where does the CBAA Board meet?

The Board has traditionally met four times a year, usually in February, May, September and December, and may have additional meetings when necessary. Due to COVID-19 it is meeting approximately every two months via video conference.

Pre COVID-19 meetings were generally held in Sydney or Melbourne and occurred over one or two days, usually on a Friday and Saturday from 9.00am to 5.00pm. Virtual meetings are generally held during business hours on a Thursday.

Board members also attend the CBAA Conference and participate in various Board Committees such as the Audit, Risk and Compliance Committee.

Additional Zoom conferences are held as required and decision making is sometimes undertaken via email.

The CBAA meets board members' travel and accommodation costs.

More information

Any questions on CBAA Board Membership can be directed to Jon Bisset, CBAA Chief Executive Officer on 02 9310 2999 or jon.bisset@cbaa.org.au.

Attachments

- A. [CBAA Charter](#)
- B. [ACNC's Guide for Charity Board members](#)