

Information Sheet: EFA Board Member Eligibility and Responsibilities (2024)

Purpose: To guide existing and prospective board members in discussing and clarifying expectations and responsibilities, as there is a high level of commitment required by board members. We want you to do well.

Participation on the EFA board and our broader activities must always be based on respect and genuine dialogue to advance our ideas and objectives. Even while having difficult conversations, we are committed to understanding different perspectives on various issues to ensure our activities align with [our Ethical Standards](#).

General Eligibility

Nominees must be financial members of EFA. As set out below, individual members can become board members, assuming no disqualifying factor applies. Your membership must be active before nominating and is subject to board approval.

Formal responsibilities

We recently gained registered charity status with the Australian Charities and Not-for-Profit Commission (ACNC)—thanks to our legendary Treasurer, Paul! You will join us as we reflect on the 30-year legacy of everyone involved in getting here and operationalise how we work as a collaborative community honouring and adding to that legacy.

While we share responsibility, board members, termed Responsible Person (ACNC), also have individual responsibility for upholding the ACNC Governance Standards and to:

- act with reasonable care and diligence
- act honestly and fairly in the best interests of the charity and for its charitable purposes
- not misuse their position or information they gain as a Responsible Person
- disclose actual or potential conflicts of interest
- ensure that the financial affairs of the charity are managed responsibly and
- not allow the charity to operate while it is insolvent.

It is recommended you read the following guidance documents put out by Justice Connect (Note: we are registered in South Australia)

- [Information for new board members](#) (Justice Connect)
- [Who runs the organisation? Key roles and legal duties of the board or committee](#)

There is always an ebb and flow of time and energy needed on the board. For example, when the Government announces new initiatives out of the blue, or we need to respond to specific events, etc.

We do not have any paid staff, so while we build our volunteer and resourcing capacity, the board has operational responsibilities in addition to the core governance duties as set out in the ACNC Governance Standards and our Constitution.

- We meet monthly or for a minimum of 60 days, which is up to 2 hours of online meeting and 3 hours of contributing to and reading board papers.
- Internal comms are checked regularly with timely responses to relevant items.
- The range and number of EFA activities vary considerably depending on the number of active volunteers, availability, areas of interest, initiative, suggestions/ideas for action, etc.
- Each board member is expected to be the board 'sponsor' for oversight and assistance to either an action group or project

Are you keen to participate, but it's not quite for you?

It's essential that board members separate time commitment to the association's primary duty of governance from other activities for our policy, campaign, or advocacy work. If you are more action-orientated and the administration of financials, risk management, and strategic planning is not your desired experience, think about volunteering in our action groups!

We need more volunteers to strengthen our operational capacity and conduct more campaigns and analyses. If this sounds more like you, then [Volunteer expressions of interest](#) are always welcome! *Especially from people, office organisers, and website helpers (puleeze!)*

How to nominate and critical time frames

IMPORTANT: As part of the nomination acceptance process, we undertake due diligence for potential conflicts of interest and suitability checks on the [ACNC Register of Disqualified Persons](#) and [ASIC Banned & Disqualified Register](#). Your candidate statement and name will be published on the EFA website and sent via email to members as part of the election process.

Key dates:

- Nominations are now open and will close on October 19th.
- Nominations/Proxies count will be online via Zoom on October 20th
- Notice of AGM will go out with confirmed candidate profiles (after final check by you) on the 26th October
- AGM Saturday, 16 November 2024 and post AGM new board convening.

Statement and Declarations:

Nominations must be emailed to secretary@efa.org.au with the subject line: EFA Board Nomination. Your email must set out the following matters:

1. You wish to nominate for the EFA Board
2. You affirm you have read and understood:
 - The time and responsibilities you are committing to having read the [ACNC Governance Standards](#), [EFA Rules of Incorporation \(Constitution\)](#), [EFA Ethical Standards](#) and this Information Sheet for Prospective Board members
 - you have an ASIC Director identification number, or are able to obtain one before the AGM
 - your declaration for responsible people under [ACNC Standard 4 \(template here\)](#)
3. your candidate statement, which must include the following:
 - A brief bio, indicative length of up to 500 words;
 - An overview of why you wish to join the EFA Board and your experience and expertise in promoting digital rights;

A statement of your intentions as a Member of the Board of the EFA;