



Maryvale

FRIENDLY SOCIETY

**BOARD OF DIRECTORS
NOMINATION KIT**

Maryvale Friendly Society Limited

ACN: 087 648 860



Maryvale Friendly Society

Supporting Members and their Families

For the employees of Maryvale Paper Mill ...since 1942

About... Maryvale Friendly Society

The first Friendly Societies were formed a few centuries ago — some have history going back to the middle ages — when factory workers, miners, trademen, etc. formed groups to provide mutual support for each other in times of need (*it's suggested that the idea may have come from the Roman Legionnaires — who pooled their salt rations for the same reasons*).

The Societies provided personal care and family welfare where none existed. For a small membership fee, they paid the doctor and pharmacist to provide care and medicine to sick and injured family members, they paid the undertaker to bury the dead and they literally put bread on the table of destitute families. More than that, they provided a self funded mantle of care for their communities.

They were the foundation of many of today's insurance companies, health funds and community welfare organisations.

The foundation meeting of the Maryvale Friendly Society was held by a group of employees at Maryvale Mill on the 18th September 1942.

The Maryvale Friendly Society exists for the mutual benefit of its Members and their families. Our constitution allows us to be flexible and discretionary in the way we respond to members needs for benefits and services. It allows us to manage the Society in the traditional way we have cared for our member's welfare and wellbeing for decades.

The Society's Constitution defines the powers of the Board and gives them legal authority to use their discretion to decide the range and value of our benefits, and what services may be available members. The Members also have their powers defined in the Constitution — it gives them absolute control over the how much they pay in membership fees (or levies), any changes to the constitution and who represents them on the Board of Directors.

The Constitution is a legal contract with the members — it defines their rules by which we must operate the Society.

The Society is a Registered Australian Public Company is regulated by the Australian Securities and Investments Commission under Corporations Law. Any member of the public can check our credentials or filed documents with ASIC. The company (the Society) is currently in compliance with all its legal and statutory obligations under Law.

The Maryvale Friendly Society's Policy Manual is based on the philosophical foundations and principles recommended in "Policy Governance Model for Nonprofit Organisations" by John Carver.



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The Nomination & Election Process...

This document invites you to express an interest in becoming a Member of the Board of Directors of Maryvale Friendly Society Limited.

Nomination...

- To help you decide if a role is right for you at this time — there is a self-assessment checklist designed to prompt you to ask the right questions and to seek out any information you may need.
- For more information about the Role of a Board Member you can talk the Chairman — or other Board Members.
- If you want to know more about the Society and how it works — you can talk to the Secretary also.
- If you're sure you have support in your work area, have your nomination form endorsed by five Members of the Society — then post the two nomination forms to:

The Returning Officer
Maryvale Friendly Society
PO Box 37
Morwell Vic 3840

Nominations Close at: 4:00pm - 21 days before the AGM

Election...

- At the Annual General Meeting you (and any others) will stand as a candidate for the available board positions, you will be given an opportunity to speak on your own behalf — if you wish — and any other members will be given the opportunity to speak if they wish.
- The Members present at the AGM will then vote in accordance with the constitution — and the Returning Officer will monitor the vote and report the outcome of the election at 2pm the next day.
- If you are successful, your term of office commences at the conclusion of the Annual General Meeting.
- Your name and details will then be registered with the Australian Securities & Investments Commission, and you will assume all the legal and legislative responsibilities of a Company Director of Maryvale Friendly Society limited.



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Are you ready? - a checklist

As a step to ensuring you are going into your Board position with your eyes open, you need to ask yourself: these questions to satisfy yourself you are ready to take on the role of a board member - when you're happy that you can work with the team and contribute to the Mission - fill in the forms.

- *Do you know why the Society exists and what its purpose or mission is?*
- *Have you read the Society 's constitution? do you understand the importance of this document?*
- *Have you read the Society's Policy Manual? Do you agree this is the way MFS should operate? Are you willing to devote the time and effort to ensure it does?*
- *Have you studied the Society 's most recent Annual Reports or brochures?*
- *Are you satisfied with the achievements and the direction of the Society?*
- *Have you seen the latest financial reports?*
- *Are you satisfied the finances are healthy and sustainable? and that there are processes in place to ensure the finances are continually monitored?*
- *Do you understand the benefits and services provided by Maryvale Friendly Society and how these are provided?*
- *Do you know what the role of the board is and what is required of you as a Board Member? Are you comfortable in taking on the legal status of a Company Director?*
- *Are you willing to contribute the time and skills necessary to meet these requirements?*
- *Have you thought about the time involved - a meeting every month, the AGM, the strategic planning day and the annual dinner - not to mention the occasional need to interact with a member on or off the job.*
- *Do you have the support of the Members in your area? You need five of them to nominate you on the form*
- *Have you spoken to other Board members? Do you have their support? Are you confident that you can function well as part of the team?*



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FORM 1

I • Nomination & Consent Form

Company Secretary
Maryvale Friendly Society

I hereby submit my nomination to stand for election at the Annual General Meeting for the position of Company Director - Maryvale Friendly Society Limited. I declare I am eligible according to Corporations Law and the Constitution.

I. My Details:

Name: _____

Address: _____

2. Nominees: *Note: Please have your nomination endorsed by five (5) Members of the Maryvale Friendly Society.*

We, the undersigned Members of the Society support this nomination, we believe the candidate to be of good character, who will properly fulfil their role as a Board Member with wisdom and prudence, they will fairly represent the Members — and their families — in achieving the mission of the Society.

(1) Name: _____ Signature: _____

(2) Name: _____ Signature: _____

(3) Name: _____ Signature: _____

(4) Name: _____ Signature: _____

(5) Name: _____ Signature: _____

Office use only

Member No: _____

Member No: _____

Member No: _____

Member No: _____

Member No: _____

3. Statement of Consent:

I hereby consent to being nominated as a candidate to the position of Director of Maryvale Friendly Society and I consent to being appointed for a term of office, in accordance with the Constitutional Rotation Rules.

4. Declaration:

To the best of my knowledge, I do not have any interest in a contract or proposed contract with Maryvale Friendly Society I do not hold an office or have an interest in property or business whereby, whether directly or indirectly, duties or interests may be created that could conflict with my duties or interests as a Director of Maryvale Friendly Society I am not prohibited by the Corporations Act from holding such position. I understand my role and accept that I have obligations and responsibilities imposed on me in my capacity as a Company Director by the Constitution of Maryvale Friendly Society Limited, Corporations Law or other legislation, which may have effect on the affairs of Maryvale Friendly Society

Signed: _____

Date: ____ / ____ / ____



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FORM 2

2 • Your Profile

Please write a short profile to introduce yourself to the Members of the Society.

3 • Personal Details

Personal...

*First name: _____ *Second name: _____

*Family name: _____

*Date of Birth: ____/____/____ *Gender: _____ *Former name (if any): _____

Town of Birth: _____ State or Country: _____

Home...

*Residential Address: _____

Postal Address: _____

Phone: _____ Mobile: _____

Email: _____

Workplace...

Phone: _____ Mobile: _____

Email: _____

* Required by Corporations Law