

# 2024 Elected Director Information Pack for Endeavour Foundation Limited

Endeavour Foundation is seeking nominations from eligible individuals wishing to nominate for one Elected Director position which will become open in November.

Full details of the Elected Director eligibility, nominations and elections process are included in this **2024 Elected Director Information Pack**.

Nominations for the Elected Director position, using the **Director nomination form**, must be received by the Company Secretary by 5:00pm (AEST) on 16 September 2024.

Any questions may be directed to the Company Secretary at:

 [CompanySecretary@endeavour.com.au](mailto:CompanySecretary@endeavour.com.au)

 61 7 3155 5559

## About us

Endeavour Foundation Limited (Endeavour Foundation) is a member-based not-for-profit organisation committed to supporting people with disability to make their possibilities a reality. We identify ourselves as #TeamPossible and take immense pride in our purpose.

Supporting over 14,000 people, our reach and impact extends to 14 regions across Australia, with services delivered to over 230 sites.

Services provided include:

- accommodation
- supported employment
- in-home supports and community access
- learning and life skills programs
- support coordination and behaviour support
- education and training programs
- apprenticeships and traineeships.

### Our values



We are one, valuing individual strengths and experience so we can achieve more together.



We care and treat everyone with respect and kindness.



We never stop imagining a better future for our clients.



We are passionate, our clients are at the heart of everything we do.

### Objectives

The objectives of Endeavour Foundation, as set out in our Constitution, enable us to be a member-based charitable institution that undertakes the following:

- to further the interests of people with disabilities, in particular intellectual disabilities;
- to harness the resources of the community to make a positive difference in the lives of people with disabilities;
- to promote and to advocate for the dignity and general citizenship of people with disabilities;
- to enable people with disabilities to achieve their full potential;
- to enable people with disabilities and their families to voice their views, interests and concerns;
- through effective community partnership to be the provider of choice for people with disabilities; and
- to do all other things as are incidental or conducive to the operation of Endeavour Foundation and otherwise for the attainment of these objects.<sup>1</sup>

## Our Board

Endeavour Foundation is governed by a Board comprising:

- i. a minimum of four and up to five Elected Directors; and
- ii. up to five Appointed Directors.

The Board is currently comprised of four Appointed Directors and five Elected Directors. An Elected Director is appointed at the Annual General Meeting (AGM) in accordance with the criteria set out below. Each elected Director serves a term of approximately three years commencing from the AGM at which they are elected, and expiring at the AGM in the third calendar year following. Subject to maximum tenure periods, an Elected Director is eligible to be re-elected to the Board at the expiry of their term.<sup>2</sup>

Endeavour Foundation is seeking nominations for one Elected Director position.

<sup>1</sup>Endeavour Foundation Constitution, 2. <sup>2</sup> Constitution, 7.8

The Board may also appoint Directors on the basis that they are persons whose background, skills and/or experience may be thought prudent or necessary to enhance the ability of the Board to better discharge its role and its legal duties and responsibilities.<sup>3</sup> Each Appointed Director will serve for a term of three years, or less as the board may determine. They are eligible for re-appointment as a Director, subject to maximum tenure periods under the Constitution.

Details of current Directors may be found on the Endeavour Foundation website under the "About Us" section ([endeavour.com.au/about-us](http://endeavour.com.au/about-us)).

## Director Eligibility Criteria

In accordance with Endeavour Foundation's Constitution to be eligible, nominees must:

- i. be a current member of Endeavour Foundation, or have applied for and obtained membership at the time of the election
- ii. not be an employee of Endeavour Foundation or any related entity
- iii. not be prohibited by law from being a director of a company and must not at any time in the preceding 12 months have been disqualified by the Australian Charities and Not-for-Profits Commissioner
- iv. demonstrate how they are a bona fide supporter of the objects of Endeavour Foundation (see above)
- v. comply with the Board Composition and Eligibility Requirements (see next section)
- vi. the election of the nominee is considered by the Board on advice from the Nominations Committee to meet additional eligibility requirements determined by the Board.<sup>4</sup>

### Board Composition and Eligibility Requirements

Further to the above, nominees will be assessed on the following additional criteria.

- i. **Lived experience of disability.** Lived experience means the perspective, knowledge and understanding gained by an individual through their personal experience as a person living with an intellectual disability, or as a close family member, guardian, care giver or advocate. It includes the practical knowledge and skills gained from navigating systems and the emotional impact of living with a disability or caring for a person with a disability.

Lived experience of a candidate will be viewed favourably.

- ii. **Geographical location.** The Board as a whole seeks representation from each of the following regions, Southeast Queensland, Regional Queensland, New South Wales and Victoria.

Nominations from regional Queensland or New South Wales representation will be viewed favourably.

- iii. **Current and previous directorial, executive and/or professional experience.** Completion of the Australian Company Director's Course is considered advantageous; however further professional development, if required, may be discussed with candidates.
- iv. **Diversity.** Expressions of interest are encouraged from people of all cultures and backgrounds and individuals living with disability.<sup>5</sup>

### Individual Skills, Experience and Qualities for Directors

The following skills are considered valuable and candidates should consider their experience and alignment to each. This will be further explored at interview stage.

#### **Commitment to the Values and Purpose:**

Demonstrated commitment to Endeavour Foundation Values and Purpose of supporting and advocating for individuals with disabilities, promoting inclusion, and advancing the rights of people with disability.

**Experience in Disability Services:** Experience in disability services, disability advocacy, special education, healthcare, or related fields that directly align with Endeavour Foundation's purpose.

**Financial Acumen:** Understanding of financial management and oversight, including budgeting, financial reporting, risk management, and fundraising strategies relevant to the not-for-profit sector.

**Governance Experience:** Experience serving on boards or committees, particularly within the not-for-profit sector, with a strong understanding of governance principles, legal responsibilities, and fiduciary duties.

**Ethical Standards:** Adherence to high ethical standards, transparency, and integrity in decision-making, aligning with Endeavour Foundation's values and ethical guidelines.

**Strategic Vision and Leadership:** Ability to contribute to strategic planning, organisational development, and policymaking at a board level, with a focus on long-term sustainability and growth.

<sup>3</sup>Constitution, 7.9 <sup>4</sup>Constitution, 7.5 <sup>5</sup>Endeavour Foundation By-Laws, 8.4

**Advocacy and Public Engagement:** Experience in public advocacy, community engagement, or policy development related to disability issues, with the ability to represent Endeavour Foundation effectively in public forums.

**Networking and Partnership Building:** Demonstrated capacity to build partnerships, engage stakeholders, and leverage resources to support Endeavour Foundation's strategic objectives and expand its reach.

**Diversity and Inclusion Commitment:** A commitment to diversity, equity, and inclusion, ensuring that Endeavour Foundation's services and activities are accessible and inclusive of all individuals with other abilities.

**Collaborative Team Player:** Ability to work effectively as part of a diverse board, contributing constructively to discussions, respecting different viewpoints, and fostering a positive board culture.

**Innovation and Adaptability:** Willingness to embrace innovation and adapt to changing environments, bringing fresh perspectives and creative solutions to address challenges facing individuals with disabilities.

**Time Commitment and Availability:** Availability to attend board meetings regularly, participate in committee work, and contribute time and effort to support Endeavour Foundation's activities outside of board meetings.

Candidates will be expected to demonstrate and uphold the highest levels of integrity. Successful candidates will be subjected to comprehensive pre-appointment screening including, but not limited to, police checks, Working with Children Checks and NDIS Worker Screening.

## Nomination and voting process

Nominations for the Director position open on **Monday 2 September 2024**.

Nominations should include:

- i. a completed Director Nomination Form (attachment A); and
- ii. a CV/resume.

All applications should be sent to:

Nominations Committee,  
c/- the Company Secretary  
33 Corporate Drive, Cannon Hill, QLD 4170

OR

companysecretary@endeavour.com.au

All applications must be received no later than 5:00pm (AEST) on **Monday 16 September 2024**.

## Nominations Committee

All applications will be considered by the Nominations Committee which comprises:

- i. two Directors;
- ii. one ex-officio member of the National Chairs Advisory Group;
- iii. one appropriately experienced external person who has at least 10 years' experience as a member of two or more boards at organisations of complexity commensurate with that of Endeavour Foundation.<sup>6</sup>

The Nominations Committee is not a decision-making body, but reviews, advises and makes recommendations to the Board on:

- i. identification and recommendation of suitable candidates for election to the Board;
- ii. eligibility of any nominations received from individuals who wish to be elected to the Board in accordance with the criteria outlined above.<sup>7</sup>

The Board reviews the recommendations of the Nominations Committee to determine eligible candidates.

## Election

Election of the Elected Director will occur at the Annual General Meeting as set out below.

If the number of eligible candidates is less than or equal to the number of vacancies, the candidates are automatically appointed as Elected Directors at the close of the AGM.<sup>8</sup>

If the number of eligible candidates is greater than the number of vacancies:

- i. a list of eligible candidates will be provided to all voting Members at least 21 days before the AGM
- ii. the Board may hold either:
  - a. a postal or electronic ballot to be completed at least seven days prior to the AGM; OR
  - b. election by ordinary resolution at the AGM.<sup>9</sup>

At the AGM the Company Secretary will announce who has been appointed to fill the one Elected Director position.

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<sup>6</sup>By-Laws, 7.4(e) <sup>7</sup>By-Laws, 7.3(b), 7.3(d) <sup>8</sup>Constitution, 7.7 (d) <sup>9</sup>Constitution 7.7 (e)