

AUSTRALIAN NPC DISEASE FOUNDATION INC
GUIDELINE FOR NOMINATION OF NEW COMMITTEE
APPROVED ON: 1/10/2025
SCHEDULED REVIEW DATE: 1/10/2027



BACKGROUND:

The Australian NPC Disease Foundation Inc. (ANPDF) is an incorporated association and registered charity. It is governed by a Committee in accordance with its Rules and applicable Victorian and Commonwealth charity law.

Good governance depends on having a Committee with an appropriate mix of skills, experience and perspectives. ANPDF particularly values representation from people with lived experience of Niemann-Pick disease, family members and carers, alongside people who can contribute clinical, research, governance, finance, fundraising, communications, legal, technology or other relevant expertise.

Committee membership is a voluntary role. Reasonable out-of-pocket expenses may be reimbursed where they have been approved in accordance with ANPDF policy. Committee members are expected to contribute sufficient time to prepare for and attend meetings, participate in decision-making and support agreed Foundation activities.

ANPDF looks for Committee members who can:

- work cooperatively and respectfully, including where viewpoints differ;
- put the interests and charitable purposes of ANPDF ahead of personal or organisational interests;
- bring relevant lived experience, professional knowledge, skills, networks or practical capacity;
- participate reliably in meetings and follow through on agreed actions;
- maintain confidentiality and manage conflicts of interest appropriately; and
- support a safe, inclusive and respectful environment for families, volunteers, staff and partners.

For more information about being a committee member please refer to our constitution which can be found online at www.npcd.org.au/annual-reports.

NOMINATION FOR A COMMITTEE POSITION:

The following process applies to nominations for election to the ANPDF Committee at an Annual General Meeting (AGM). The ANPDF Rules and the formal AGM notice take precedence if there is any inconsistency with this guideline.

1. A call for nominations will be issued to members at least 4 weeks prior to the proposed date of the Annual General Meeting.
2. Nominations must be submitted using the approved ANPDF nomination form and received by the Secretary by the closing date stated in the AGM notice.
3. The nominee must confirm in writing that they accept the nomination and are willing to serve if elected.

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4. The nominee must satisfy any eligibility requirements in the ANPDF Rules and applicable law, including the suitability requirements that apply to Responsible People of registered charities.
5. The nomination should include a short candidate statement outlining the nominee's connection to ANPDF or the Niemann-Pick community, relevant experience and skills, and what they hope to contribute to the Committee.
6. Nominees must disclose any actual, potential or perceived conflicts of interest that are relevant to the role. They may also be asked to complete declarations or checks reasonably required by ANPDF, including child-safety or Working with Children Check requirements where applicable.
7. The Secretary will check nominations for completeness and eligibility. If information is missing, the nominee may be asked to provide it before the nomination deadline. A nomination may only be excluded where it does not meet the requirements of the ANPDF Rules, applicable law or the stated nomination process.
8. Where practicable, candidate statements will be provided to voting members before the AGM so members can make an informed decision.
9. If the number of eligible nominees exceeds the number of available positions, an election will be conducted at the AGM in accordance with the ANPDF Rules. If there are no more nominees than available positions, nominees may be declared elected where the Rules permit.
10. Casual vacancies arising between AGMs may be filled by the Committee only in the manner permitted by the ANPDF Rules. Any appointment is subject to the term and confirmation requirements set out in those Rules.

ELIGIBILITY AND SUITABILITY

Before election or appointment, ANPDF should take reasonable steps to confirm that each prospective Committee member is suitable to act as a Responsible Person. This includes confirming that the person is not disqualified from managing a corporation or from being a Responsible Person of a registered charity.

- confirmation of eligibility under the ANPDF Rules and the Associations Incorporation Reform Act 2012 (Vic);
- a declaration that the nominee is not disqualified under the relevant ACNC or corporate-law requirements;
- disclosure of relevant conflicts of interest;
- completion of any ANPDF governance, confidentiality, child-safety or conduct declarations; and
- any additional checks required for a particular office or activity.

RESPONSIBILITIES OF COMMITTEE MEMBERS

ANPDF Committee members are Responsible People of a registered charity. Under ACNC Governance Standard 5, ANPDF must take reasonable steps to ensure that its Responsible People understand and carry out their duties. These duties include:

- **Act with reasonable care and diligence.** Committee members should be informed, prepared and appropriately involved in decisions.
- **Act honestly and fairly in the best interests of ANPDF and for its charitable purposes.**

- **Do not misuse the position or information obtained through the role for personal or another person's advantage.**
- **Disclose and appropriately manage actual, potential or perceived conflicts of interest.**
- **Ensure the financial affairs of ANPDF are managed responsibly.**
- **Do not allow ANPDF to operate while insolvent.**

Committee members are also expected to comply with the ANPDF Rules, Committee Charter and policies; maintain appropriate confidentiality; support respectful and lawful decision-making; and notify ANPDF promptly if their eligibility, conflicts or circumstances materially change.

You can find more information about the duties of those who manage charities on the ACNC's website (www.acnc.gov.au) or in the ACNC's guide Governance for good.

INDUCTION AFTER ELECTION OR APPOINTMENT

Following election or appointment, each Committee member should complete the ANPDF induction process as soon as practicable. This should include:

- a copy of the current ANPDF Rules / Constitution and Committee Charter;
- ACNC guidance on Responsible People and Governance Standards 4 and 5;
- conflict of interest and confidentiality declarations;
- access to key policies, current plans, financial information and meeting schedules;
- any required child-safety / Working with Children Check documentation; and
- handover information relevant to any office-bearer position.

AUTHORISATION

Signed by Deanna Carpino (President) on 18th November 2025.