

# Board of Directors Nomination Form 2025



Window Shading  
Association of  
Australia

Please complete and return this application to WSAA via email ([info@wsaa.au](mailto:info@wsaa.au)) no later than 5.00pm AEST on Friday 15 August 2025.

## MEMBER COMPANY AND PERSONAL DETAILS:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Trading as: \_\_\_\_\_

Your Position: \_\_\_\_\_

Type of Business (please select):

☐ Supplier ☐ Manufacturer ☐ Retail Manufacturer ☐ Retailer ☐ Importer ☐ Service Provider

## NOMINATING MEMBER

Please provide the details of an existing WSAA member who is **NOMINATING** you for appointment to the Board:

Nominator member company: \_\_\_\_\_

Nominator name: \_\_\_\_\_

Nominator phone number: \_\_\_\_\_

Nominator email: \_\_\_\_\_

Nominator signature: \_\_\_\_\_

## INTRODUCTORY STATEMENT

**In less than 250 words**, please write an introductory statement that describes yourself, your reasons for nominating for the WSAA Board and why you believe you are a suitable candidate for the WSAA Board.

## CAREER STATEMENT

**In less than 250 words**, please write a career statement that outlines your professional experience, skills and qualifications.

## SKILLS & EXPERIENCE MATRIX

The Board has created a skills matrix to help assess the collective skills and experience of the Board. Please complete the matrix below by simply self-assessing your experience/skills against the list with a High, Medium or Low assessment, or choose N/A if no experience/skills apply.

Industry Product Experience (current or previous)	
<b>Manufacturer</b>	
Residential Products	
Commercial Products	
Internal Products	
Internal Products - Curtains	
External Products	
Motorisation	
<b>Retailer</b>	
Commercial	
Residential Storefront	
eCommerce	
Internal Products	
Internal Products - Curtains	
External Products	
Motorisation	
<b>Supplier</b>	
Fabrics and/or Components	

General Knowledge, Skills & Expertise	
Industry Legislation*	
Corporate Governance & Risk	
Finance & Accounting	
Strategic Planning	
IT/Digital	
Marketing/Communications	
Legal	
Energy Efficiency & Sustainability	
Training & Education	
Event Management	
Government Relations	

\*Industry Legislation: knowledge and understanding of the National Construction Code, industry licensing requirements, energy rating schemes, child safety laws, and/or non-confirming building products, etc.

## ELIGIBILITY AND DECLARATION

I, \_\_\_\_\_, hereby declare that the above statements are true.

**A. In preparing for this nomination, I have read and fully comprehend the following:**

1. Governance Standard 5 of the Australian Charities and Not-for-profits Commission (ACNC), entailing knowledge and an understanding of the duties of 'responsible persons';
2. Selection & Appointment of Directors Policy (detailing the rules for the nomination of candidates and establishing procedural guidelines for an election of Member Directors);
3. WSAA's 2024-2027 Strategic Plan and am committed to the Vision, Mission and Strategic Goals stated therein;
4. The WSAA Constitution and am committed to the Purposes of the Association;
5. The WSAA Board Charter and the nature of the Board I am nominating for.

**B. In preparing for this nomination, I swear that I am:**

**a. Eligible to be a Company Director.**

*"To act as a director or secretary you cannot: be an undischarged bankrupt; be subject to a personal insolvency agreement or arrangement that has not been fully complied with; be subject to a composition under the Bankruptcy Act and final payment has not been made; nor have been convicted of various offences such as fraud or offences under company law, such as a breach of your duties as a director or insolvent trading."* (Source: ASIC)

**b. Willing and able to commit the time required to fulfil my Board duties.**

The Board meets face to face at various Australian capital cities 4 times a year for full day Board meetings. In between meetings directors are required to be actively involved in Board related projects/work. Board members are elected to serve a five-year term.

**C. Attached is a copy of my current Curriculum Vitae (CV) and a high resolution 'head shot' photo.**

**D. I provide consent for the WSAA Board to contact these two references:**

**Reference 1** name \_\_\_\_\_, relationship, \_\_\_\_\_

phone, \_\_\_\_\_ email \_\_\_\_\_

**Reference 2** name \_\_\_\_\_, relationship, \_\_\_\_\_

phone, \_\_\_\_\_ email \_\_\_\_\_

**E. In preparing for this nomination, I consent to act as a Director of WSAA.**

By signing this form, I accept nomination for a position on the WSAA Board, noting that I:

- Agree to act as a Director of WSAA with due care and diligence in the best interests of WSAA.
- Understand that service on the WSAA Board is an honorary position.
- Understand that some of the information that I have provided may be sent to WSAA members prior to election.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_