Change Management Institute

BOARD NOMINATION INFORMATION SHEET

The following is some useful information for you to consider prior to submitting your nomination form.

How is the Board made up?

The Global Board is comprised of the following eight roles:

4 x Office Bearers of the Association

- President
- Vice-President
- Secretary (Based in Australia)
- Treasurer (Based in Australia)

4 x General Director Positions

These Board Director Roles take accountability for the governance and sponsorship of key global initiatives as well as accountability for governance oversight of the organisation.

2026 Nominations

In 2026, the following roles are open for nominations:

- Vice President
- Secretary (Based in Australia)
- 2 x General Director positions

Our constitution stipulates a term of two (2) years for Board Members with four roles becoming open for nomination each year. Board Members must be members of the Institute (or be willing to become members if they are not already).

What do I do if I want to be considered for a Board Role?

There is a formal process to be followed:

1. Review the role outline for the role and decide whether you have the passion, time and appropriate skill set required.
2. Review our Code of Conduct and Conflict of Interest policy to ensure you are comfortable with the expectations.
3. To ask any questions you might have about the role or how the Board operates, speak to Director alana.mcisaac@change-management-institute.com.
4. Download and complete the nomination form.
5. Seek two current Institute members to support and second your nomination.
6. Submit the nomination form by email by 5pm, Monday 28th September 2026 in the nominator's time zone, to jo.harland@change-management-institute.com.

7. Interviews will be arranged for mutual due diligence.
8. Referees will then be requested and contacted.
9. Where there is more than one suitable candidate for a role, an election may be held.

In-demand skill sets:

We are seeking diversity amongst our Directors. To complement the existing skills of Directors, in 2026 we would value nominations with specific skill sets in any of the following areas:

- Digital (particularly enablement of artificial intelligence or cybersecurity)
- Scaling and diversification of business operations
- Advocacy
- Learning and development
- Commercial acumen
- Risk management
- Commercial law and/or international jurisdictions
- Not-for-Profit environments

Some useful information

- Director accountabilities apply to all Board roles. The Institute is currently governed by the Fair-Trading Act of NSW as applied to Associations. We also align to the Not-for-Profit governance good practice of the Australian Institute of Company Directors. This means ensuring that the Institute doesn't trade insolvently, that effective financial records are kept, that Directors' interests are disclosed, and information is lodged in a timely manner with Australian Security Investment Commission. Board members are required by the Associations Corporations Act (2009) to behave with care and diligence, in good faith, without improper use of their position and use of information available to them in the best interests of the organisation.
- All Directors, regardless of their country of residence, are required to have a Director ID issued from Australia before they officially take office. Australian residents may apply online; everyone else must apply with a paper application. There is no cost to apply, but there is a cost to certify your documents which varies by jurisdiction. The Institute will reimburse this cost for directors that are appointed to the Board. The Australian Business Registry Services (ABRS) advise allowing up to 3 months. It is not mandatory at the application stage of the process but you may wish to do it anyway. More information is available here: https://www.abrs.gov.au/director-identification-number.
- We are seeking Directors with a professional qualification (Company Directors Course or equivalent) or experience as a Director on a Board or governance committees at senior level. A sound ability to read and understand company financials is essential.
- Three members of the Board must reside in Australia due to incorporation rules: the Secretary, the Treasurer and one other. At least one role must be resident in New South Wales. It is preferred that we have representation globally wherever possible.
- As these are unpaid Board roles, it is important to have a passion for the Institute and the service it provides to the profession.

Last updated: August 2026