



NATIONAL CONGRESS
OF AUSTRALIA'S FIRST PEOPLES

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Dear Applicant,

Thank you for your interest in applying to become a Co-Chair of the **National Congress of Australia's First Peoples Ltd (the Congress)**.

The positions of Co-Chair – 1 female, 1 male – will be the highest offices of the Congress and are suitable only for candidates of the highest quality and integrity.

By nominating for this position, you will be undertaking an enormous responsibility on behalf of all Aboriginal and Torres Strait Islander peoples. The position is full time, will be located in Sydney and will be remunerated at an APS SES 2 level, full details are provided in the position description.

In order to be eligible to be a Co-Chair, you must first be a member of the Congress. If you are not a member, then you will need to submit a membership application with your nomination by **11th February 2011**.

The positions of Co-Chairs will be determined by ballot of the entire membership of the Congress.

Once you have submitted your nomination, a vetting process will also take place that will include a National Police Check and a fitness to hold office test by the Ethics Council.

Following the completion of these processes, candidates will be advised of the outcome of the election.

The Co-Chairs elect will be invited to attend the inaugural meeting of Delegates (the National Congress meeting) to be held on **7th - 9th June 2011 in Sydney**.

The Co-Chairs elect will need to be available from **6th - 11th June** for orientation, briefings and hand over from the current Co-Chairs.

The Congress will provide for travel, meals and accommodation.

Inside this information pack you will find:

- A Co-Chair nomination form
- An individual membership form
- A National Police Check Application form (the Congress pays the fee and submits the form)
- A Declaration of fitness to hold office form
- The Co-Chair position description which outlines the roles and responsibilities of the position

You are required to complete and submit all forms by close of business on **11th February 2011**. Your nomination fee (\$100) will also need to be received by our office before the deadline. No late or incomplete applications will be accepted. Details on how to send your applications back are on the last page of the nomination forms. A checklist is also included to help make sure your application is complete.

Should you have any questions in relation to this process, please submit them to:

nominations@nationalcongress.com.au and include your telephone number if you would like one of our staff to contact you by phone.

Good luck with your nomination.

The National Congress of Australia's First Peoples

Privacy *The National Congress of Australia's First Peoples Ltd will need to collect personal information from you. This will include personal information provided on this form, a police check report and any other supporting documents. This may also include other personal information collected by us if you become a delegate. The purpose of this collection is for the efficient and effective operation of the National Congress of Australia's First Peoples Ltd and will not be used for other purposes, except as authorised or required by law.*

