



MFAA Board – Candidate information

Should an election be required, i.e. there are more nominations than positions available, the following information will assist members in their decision making when voting.

Note: Information should be typed where possible to enhance presentation of your candidacy

Background information			
Full Name:		MFAA Designation:	Member Life Honorary Associate Fellow
State:			
Nominee Category: <i>(tick one)</i>	Loan Writer Representative of Broking business Representative of Mortgage Manager	Lender Aggregator Other _____ <i>(please indicate)</i>	
Position Title:		Years in position:	
		Years in industry:	
Major Responsibilities:			
List Education Qualifications received			
Qualification:		Institution:	

List Other Professional Designations Received:

Designation:		Institution:	
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List Relevant Professional Association Memberships held

Title / Level:		Institution:	
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Candidate information

Please provide a brief statement outlining your decision to stand for the Board and what you consider are the specific capabilities you bring to the position. (Max 250 Words)

The Role:

The role requires attending at least 80% of MFAA Board meetings/teleconferences and serving on at least one Board committee per year. Some interstate travel is anticipated. In addition, it may be necessary to take part in monthly conference calls for management/financial reporting and general compliance issues.

The Board should have a balanced and complete set of expertise and skills. Set out below is the mix of skills and competencies which are sought for the Board. These competencies include the technical skills, experience and broader competencies which are considered necessary to carry out the Director role and meet the legal, ethical and fiduciary duties applicable to Directors.

Demonstration of Skills and Competencies

Members nominating for election to the Board should show how they meet the criteria specified below. Only complete those activities which apply.

Competencies role related		
Technical Skills / Experience	Notes	Demonstrate past activities addressing the criteria
Specific Industry Experience	Demonstrated experience obtained as a member of the finance broking industry and/or in related industries and a broad knowledge of the regulatory environment.	
Finance and Accounting Skills	The ability to read and comprehend and analyse the company's accounts, financial material presented to the Board, financial reporting requirements and some understanding of corporate finance and ability to contribute to financial planning.	
Legal and Compliance Skills	Knowledge of a director's responsibilities including an understanding of the role as well as the legal, ethical, fiduciary and financial responsibilities. Ability to institute and uphold high standards of corporate governance.	

<p>Risk Management Skills</p>	<p>Risk management experience in managing & identifying areas of major risk to the organisation, including workplace health and safety, business continuity and insurances. Knowledge of relevant legal & regulatory requirements.</p>	
<p>Marketing Experience</p>	<p>Aptitude to evaluate the quality of the thinking and planning that has gone into brand and marketing strategy. As market dynamics change regularly, ability to monitor effects and adjust strategy accordingly.</p>	
<p>Corporate Experience</p>	<p>Level of prior Corporate experience requiring leadership skills and level of experience in organizational change management programs, including Board experience.</p>	
<p>Governance Experience</p>	<p>Experience in overseeing the performance of management and setting the strategic direction of a business. Commitment to build the knowledge of a director's role and responsibilities. [see below]. Ability to identify and critically assess strategic opportunities and threats to an organisation.</p>	

Behavioural Competencies - personal/ behavioural	Notes	
Strategic thinker	<p>Commercial judgment: understanding of the distinct roles of the Board and that of management, demonstrated good business judgement and acumen and ability to assimilate and synthesise complex information;</p> <p>The ability to review the strategy through constructive questioning and suggestion and contribute to the effective decision making of the Board. Capacity to develop and deliver a cogent argument. The ability to identify and understand the risks and opportunities for the organisation and its stakeholders of technological and other innovations.</p>	
Leadership Ability	<p>Understanding of leadership and how to effectively manage people and achieve change—experience in current management thinking on strategic human resource management and executive remuneration and compensation, employment branding, engagement, strategic vision and stakeholder communication and management. Experience in change management, including major procurement and contract/project management.</p>	
Interpersonal & Relationship Management Skills	<p>Collaborative yet curious and courageous: capacity as a director to function as an effective team member while displaying the curiosity to ask questions and the courage to persist in robust discussion with management and fellow directors.</p> <p>Emotional intelligence: as well as self-awareness and self-management, the ability to demonstrate empathy manifested through strong interpersonal skills. Ability as a director to work well in a group, listen well, respect and recognise the value of diversity in all its forms with the ability to communicate a cogent and candid viewpoint.</p>	

<p>Time Availability</p>	<p>Actively contribute with genuine interest in the organisation and its business and having the time/commitment for the role.</p>	
<p>High Ethical Standards Honesty & Integrity</p>	<p>Ability to fulfil a director's duties and responsibilities, acting ethically, with appropriate independence, putting the organisation's interests before personal interests.</p>	
<p>Network of contacts</p>	<p>Ability to leverage network of contacts and contribute positively to Government and other stakeholder relations and advocacy.</p>	

Declaration

I hereby declare that I am eligible to be a director under the Corporations Law and I am eligible to be a member of the Board of the Mortgage & Finance Association of Australia (MFAA) and confirm that the information contained in this application/form and any other document supplied forming part of this application is true and complete to the best of my knowledge and I give permission for the MFAA or its appointed representative to verify any information provided by me in this application and if relevant to contact me or the nominated referees or other person or body for verification purposes.

(Signature)

(Date)

Name:

Checklist for a valid nomination

Item	Complete
1. Complete the Board Election Nomination Form	
2. Ensure that your membership is current	
3. Ensure that all 3 of your nominators are a current member, the nominated representative of a (business) member, or a Life Member (if in doubt, ask our Membership team on 1300 554 817)	
4. If a nominator needs to change their Nominated Representative status, please see the MFAA website here for further instructions (if in doubt, ask our Membership team on 1300 554 817).	
5. Sign the nomination and consent	
6. Complete the MFAA Board – Candidate Information form	
7. Complete the Skills and Competencies matrix and 'BIO'	
8. Sign the eligibility declaration at the end of the form	
9. Send your nomination with all documents to nominate@mfaaboard.com.au	
10. Include a headshot photograph in case an election is called	
11. If you send your nomination by mail, ensure sufficient time is available for delivery	

MFAA Director Position Description

<p>Responsibilities</p>	<ul style="list-style-type: none"> ▪ To act honestly and in good faith in the best interests of the MFAA and its membership to further the vision and mission of the MFAA. ▪ To provide strategic leadership for the association. ▪ To monitor the performance of the Association in the achievement of its stated objectives. ▪ To provide prudent oversight of the association in the achievement of its stated objectives.
<p>Duties</p>	<ul style="list-style-type: none"> ▪ Willing to serve MFAA in a fiduciary capacity. ▪ Commit to support the vision and mission of the MFAA. ▪ Monitor the performance of the Association to achieve the goals and policies as set by the Board. ▪ Represent the organisation positively to the membership and broader community. ▪ Assist MFAA in gaining support by exercising personal and professional contacts whenever possible. ▪ Attend all Board meetings and Board Committees (as required). ▪ Serve on at least one Board committee.
<p>Requirements</p>	<ul style="list-style-type: none"> ▪ Board Meetings: 9 per annum. ▪ Board Strategic Planning meeting: 1 per annum. ▪ Board Committee meetings: average 5 per annum. ▪ Commitment to interstate and intrastate travel to attend Board/Committee meetings and selected MFAA functions as required. ▪ Attendance at a MFAA National events. ▪ Commitment to a minimum three-year term as a director. ▪ If you are employed, your employer needs to recognise the above requirements.