Candidate Information Pack

Inaugural student-led organisation Board election

Five student positions available

Nominations: 29 October – 8 November
Voting: 16 – 26 November 2026

Help shape something new

The successful candidates will help establish the organisation's priorities, services and governance culture from the beginning.

Read this pack before completing the nomination form.

1. The opportunity

The University is establishing a new student-led organisation to strengthen the non-academic student experience. Its proposed areas of focus include food and affordability, sport and recreation, health and welfare, careers and future readiness, and student activation and engagement.

The organisation is expected to operate as a not-for-profit public company limited by guarantee. Students will hold the majority of positions on its Board and will help shape its direction from the outset.

This is a company-director role

If elected, you will share legal and governance responsibility for the organisation. You do not need to arrive as a governance expert, but you must be prepared to learn, read Board papers, attend meetings, manage conflicts and make decisions collectively.

Why nominate?

- Help shape a new organisation focused on student life and experience.
- Bring student perspectives into strategic and financial decisions.
- Build practical experience in governance, decision-making and organisational oversight.
- Work with other student and University Directors to establish the inaugural Board.
- Develop professional relationships and a broader understanding of how organisations operate.

2. Positions available

Students elect five Student Directors. After the election, the Directors will elect a Student Director as Chair and a Student Director as Deputy Chair (draft Constitution, clauses 7.5(a) and (b)). A candidate for Chair must have at least one year's experience on a board or committee at the time of the Board election; such experience is desirable but not mandatory for the Deputy Chair.

Position	Number	Main focus
Student Chair	1	Leads the Board and supports effective, inclusive and well-informed governance.
Student Deputy Chair	1	Supports the Chair and acts in the Chair's place when required.
Student Director	2	Contributes student perspectives and shares full responsibility for Board decisions. One Student Director will be elected by the Board as Chair and one as Deputy Chair.
Campus Director	1	A Student Director enrolled at the Central Coast Campus (Gosford or Ourimbah) who brings sustained attention to Central Coast and regional student interests.

What all five positions share

Each successful candidate will be a company director and will share responsibility for:

- the organisation's strategy and priorities;
- financial stewardship and responsible use of resources;
- risk, compliance and organisational performance;
- understanding student needs and experiences;
- collective Board decision-making; and
- confidentiality, conflicts of interest and lawful conduct.

3. Who can nominate?

Under the draft Constitution (clause 5.1(b)), candidates must:

- be at least 18 years old;
- not be disqualified under the draft Constitution or the Corporations Act from acting as a director;
- be a Student (that is, enrolled as a candidate proceeding to an award program, whether full-time or part-time) at the time of election and throughout the term of office;
- complete the required declarations and permit eligibility checks; and
- meet any additional requirement attached to the position sought.

Position-specific requirements

Position	Additional requirement
Campus Director	Must be a student enrolled at the Central Coast Campus (Gosford or Ourimbah). If no eligible Central Coast candidate nominates, the position is offered to an Alternative Eligible Student (an undergraduate whose primary campus is not Callaghan or online, or a postgraduate coursework or HDR student at any campus or online), and then to any eligible Student. The Returning Officer determines eligibility. The Campus Director must continue to satisfy the criterion throughout their term. 'Enrolled at a campus' means the primary campus recorded or an ongoing connection as determined under clause 5.4(c).
Student Director	No additional position-specific requirement beyond the general eligibility criteria.

Check before you nominate

The Election Rules must confirm continuing-enrolment requirements, enabling and non-award eligibility, other elected or representative positions, simultaneous candidacies, and any academic-standing or fitness and propriety requirements.

4. What you are committing to

A Student Director is expected to act in the best interests of the organisation, not only as an advocate for a particular program, campus or group.

You will be expected to

- attend and prepare for Board meetings;
- read papers and ask questions where information is unclear;
- consider budgets, risks, priorities and organisational performance;
- listen to different views and exercise independent judgement;
- make decisions collectively and support lawful Board decisions;
- disclose and appropriately manage conflicts of interest;
- protect confidential information; and
- complete induction, training and agreed actions between meetings.

A Student Director's membership of the organisation is tied to their office (draft Constitution, clauses 4.8 and 4.10(a)(iv)). A Student Director will vacate office if, among other events, they cease to be a Student or are absent from Board meetings for three consecutive months without Board approval (draft Constitution, clause 5.5).

Campaigning and governing are different

Campaigning is your opportunity to explain what you would bring to the role. If elected, you will not have individual authority to implement campaign promises. The Board must consider evidence, available resources, legal duties and the organisation's broader purpose.

Term and time commitment

Item	Current position
Term	Two years from appointment (draft Constitution, clause 5.1(e)). For the inaugural election, three Student Directors will be appointed for two-year terms and two for one-year terms, as allocated under the Election Rules (clause 5.1(e)(ii)). A Student Director may serve a maximum of two terms; a one-year term counts as a full term.
Preparation	Board papers will be provided in advance and must be read before meetings.
Meeting mode	In person, hybrid or online.
First Board meeting	Monday 9 December 2026, subject to final confirmation.
Payment	Student Directors may be paid reasonable and nominal fees as determined by the Board under a remuneration policy (draft Constitution, clause 5.7(a)). Student Directors may also be reimbursed for expenses properly incurred in carrying out their duties (draft Constitution, clause 5.7(c)).

5. Support if you are elected

The role carries real responsibility, and successful candidates will receive induction and practical support to help them contribute effectively.

Proposed support includes

- an introduction to the organisation, draft Constitution and Board;
- training on directors' duties and collective decision-making (candidates are encouraged to read the separate Explanatory Memorandum on directors' duties);
- support to understand Board papers and financial information;
- guidance on risk, conflicts of interest and confidentiality;
- administrative support from the Operations Manager for meetings and Board systems;
- a mentor or experienced governance contact, subject to confirmation; and
- reasonable adjustments and accessible participation arrangements.

Director Identification Number

If elected and appointed, you may need to obtain or provide a Director Identification Number within the timeframe required by law. Instructions will be provided. Do not include a Director ID in public candidate material.

Previous experience is not essential

Except for any approved additional requirement attached to the Chair position (assessed at the Board election stage), candidates do not need previous company-director experience. Relevant experience may come from study, employment, volunteering, committees, clubs, community activity, research, caring responsibilities or lived experience.

6. How to nominate

1. Read this pack and the Position Description for the role you are seeking.
2. Check that you meet the general and position-specific eligibility requirements.
3. Complete the Nomination Form and required declarations.
4. Prepare a candidate statement of no more than [150] words.
5. Provide a recent head-and-shoulders photograph in the required format.
6. Submit the completed nomination by 11:59pm AEDT on Sunday 8 November 2026.
7. Check your student email for acknowledgement, eligibility advice or a request for more information.

Your candidate statement

Your statement should briefly explain:

- why you are nominating;
- what skills, experience or perspectives you would bring;
- what you believe matters to students; and
- how you would contribute to responsible, collective Board decisions.

Statements must be accurate, respectful and suitable for publication. They must not be defamatory, discriminatory, misleading or claim an endorsement that has not been given. The Returning Officer may require amendments before publication.

Your candidate photograph

Your photograph will appear alongside your candidate statement. Please choose a recent, clear head-and-shoulders image that looks professional and recognisably like you.

The photograph should:

- show only you;
- clearly show your face;
- be well lit and in focus;
- have a simple background;
- have no heavy filters, text, logos or decorative frames; and
- be submitted as a square **JPG, JPEG or PNG**, at least **1200 × 1200 pixels** and no larger than **5 MB**.

What happens after you submit?

The Returning Officer will assess nominations against the approved requirements. You may be asked to clarify information or correct an administrative omission. If your nomination is confirmed, you will receive candidate campaigning and voting information, and an opportunity to check the profile proposed for publication.

7. Election process and key dates

Stage	Date
Nominations open	Thursday 29 October 2026
Nominations close	Sunday 8 November 2026 at 11:59pm AEDT
Eligibility assessment and candidate confirmation	9-11 November 2026
Voting opens	Monday 16 November 2026 at 9:00am AEDT
Voting closes	Thursday 26 November 2026 at 11:59pm AEDT
Results announced	Monday 30 November 2026
Induction and Board preparation	1–9 December 2026
First Board meeting	Wednesday 9 December 2026

Voting and results

If a ballot is required, eligible students will receive secure electronic voting instructions. The Election Rules will explain the voting and counting method, treatment of uncontested positions and the Campus Director eligibility requirements.

The Returning Officer will oversee the election, determine candidate eligibility and declare the result. The Returning Officer's decision on eligibility and conduct is final (draft Constitution, clause 5.4(d)). Appointment takes effect on declaration of results by the Returning Officer; there is no requirement for Vice-Chancellor endorsement. The Returning Officer will notify the Vice-Chancellor and the Board of the results (draft Constitution, clause 5.4(e)).

Campaigning

Candidates may campaign once their eligibility is confirmed and during the approved campaign period. Campaigning must be respectful, honest and consistent with the Electioneering Guidelines. Candidates must not misuse personal information, University systems or branding, offer inducements, interfere with another candidate, or compromise ballot secrecy.

8. Quick questions

Do I need company-director experience?

No. Induction and support will be provided. Note that if the Board elects you as Chair, you must have at least one year's experience on a board or committee at the time of the Board election. Experience is desirable but not mandatory for the Deputy Chair.

Can I nominate for more than one position?

Yes. You may list both Student Director and Campus Director on your Nomination Form, provided you meet the eligibility requirements for each position. If nominating for Campus Director, you must also identify your nominated campus or student cohort.

The Chair and Deputy Chair will be appointed by the Board from among the Directors after the Directors have been appointed.

Who can nominate for the Campus Director position?

The Campus Director position is reserved for a Student enrolled at the Central Coast Campus (Gosford or Ourimbah). Eligibility is ordinarily checked against University enrolment records. 'Enrolled at a campus' means the student's primary campus is recorded as that campus or they have an ongoing connection as determined under the draft Constitution (clause 5.4(c)).

The Returning Officer may contact you if further information is required to determine your eligibility.

If no eligible Central Coast candidate nominates, the position is offered first to an Alternative Eligible Student (an undergraduate whose primary campus is not Callaghan or online, or a postgraduate coursework or HDR student at any campus or online), and then to any eligible Student. The Returning Officer determines eligibility in accordance with the draft Constitution and Election Rules.

What if I expect to graduate during the term?

You must meet the continuing eligibility requirements. Check your expected completion date before nominating.

Can I hold another student or University role?

You may hold another student or University role unless it is identified as incompatible under the Election Rules. However, the current draft of this pack states that you cannot nominate or continue as a Student Director if you are employed by the University of Newcastle on a full-time basis or part-time basis. You must disclose all University employment, elected or representative positions and other election candidacies when nominating.

Will I be paid?

Student Directors may be paid reasonable nominal fees as determined by the Board under a remuneration policy (draft Constitution, clause 5.7(a)). The quantum is not stated in the draft Constitution. Student Directors may also be reimbursed for expenses properly incurred in carrying out their duties (draft Constitution, clause 5.7(c)).

Will my private declarations be published?

No. Only approved candidate-profile information will be published. Sensitive eligibility information must be handled confidentially.

Can I withdraw my nomination?

Yes, within the timeframe and method stated in the Election Rules.

Can I request a reasonable adjustment?

Yes. Please contact newSLO@newcastle.edu.au as early as possible to discuss your requirements and the arrangements available.

Before you submit

- Read the Position Description for your chosen role.
- Confirm your eligibility and expected enrolment.
- Complete every mandatory declaration.
- Keep your candidate statement within the word limit.
- Read the Election Rules and Electioneering Guidelines.
- Submit before the closing time.

For enquiries, assistance or reasonable adjustments, please contact newSLO@newcastle.edu.au.