



Board Application Form

Personal details

First Name	Surname
<i>Residential address</i>	
Street	Suburb
Postcode	Date of Birth
Email	Mobile Phone
<i>Postal address (if different from above)</i>	
Street	Suburb
State	Postcode
<i>Emergency contact details</i>	
Contact Name	Mobile Phone

Your skills & experience

Please attach a copy of your current resumé in addition to completing the below sections.

Provide 100 to 150 words summarising your personal and professional strengths. *This bio will be used to tell Members who you are, if an election is required, and for promotional purposes on the Playgroup Tasmania website, if you become a Member of the Board.*

Briefly describe what you hope to achieve as a member of the Playgroup Tasmania Board.

While we do not require you to have specific experience, we would like to know what skills you would bring to the Board. Please tick all areas that apply to you in the list below.

- | | |
|--|---|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Human Resources / Industrial Relations |
| <input type="checkbox"/> Audit/Finance | <input type="checkbox"/> Legal/Law |
| <input type="checkbox"/> Change Management | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Child & Family Support | <input type="checkbox"/> Organisational Development |
| <input type="checkbox"/> Child Safe Organisations | <input type="checkbox"/> Policy Development |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Cultural Diversity incl. lived experience | <input type="checkbox"/> Research & Development |
| <input type="checkbox"/> Digital strategy | <input type="checkbox"/> Strategic Management |
| <input type="checkbox"/> Disability, including lived experience | <input type="checkbox"/> Workplace Health & Safety |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Governance | |

Compliance

We require all prospective Board Members to review and comply with the checks and declarations outlined below.

By signing this application you are acknowledging that, if your nomination is successful, you will be required to:

- sign the Playgroup Tasmania Confidentiality Agreement.
- sign the Playgroup Tasmania Child Safety and Wellbeing Statement.
- adhere to the Playgroup Tasmania Code of Conduct.
- declare all conflicts of interest (whether actual or perceived).
- have a Working With Vulnerable Persons Registration or equivalent as defined in the *Registration to Work with Vulnerable People Act 2013*.
- obtain a satisfactory national police check.
- confirm that you are not declared bankrupt, and/or have not applied to take advantage of any law relating to bankrupt or insolvent debtors or compounds with creditors, and/or to make any assignment of your estate for your benefit.
- confirm that you are not a represented person within the meaning of the *Guardianship and Administration Act 1995*.
- confirm that you can perform the duties of the office competently.

Please confirm the below nomination requirements by marking the appropriate boxes.

- ☐ I am a financial Member of the Association or willing to join and pay the prescribed fee (\$2)
- ☐ I am at least 18 years of age
- ☐ I have not been a Playgroup Tasmania employee, or an immediate family member of a Playgroup Tasmania employee in the past 2 years.

By signing below you are indicating your willingness to abide by relevant policies.

Signature of Nominee	Date
<i>For office use</i> Date Received	Signature of Public Officer

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Please provide contact details for two professional references to support your nomination.

<i>Referee names and contact details</i>	
Referee 1 Name, email and contact number	Referee 2 Name, email and contact number

For further information, please contact

Kaity Graham (current Board Chair), mobile 0415 544 049

Expressions of Interest close at 5pm, Friday 24 October 2025.

Public Officer , Playgroup Tasmania Board

via email to jacinda.armstrong@playgrouptas.org.au

or by post to PO Box 799 Launceston Tas. 7250



Position Description

Role title **Playgroup Tasmania – Board Member (Volunteer)**

Location North, North West or South

Playgroup Tasmania believes that all children have the right to live safely – emotionally, mentally and physically. Playgroup Tasmania is committed to promoting and protecting the safety and wellbeing of all children at all times and in all circumstances in interactions with Playgroup Tasmania.

Everyone has a role to play in keeping children safe from harm and creating child safe and child friendly environments.

Playgroup Tasmania endorses the United Nations Convention on the Rights of the Child and is committed to ensuring the wellbeing and safety of children across Tasmania.

Playgroup Tasmania Board Members work collaboratively to oversee the organisation's operations and to support the achievement of the vision and the strategic objectives of the organisation.

Board Members:

- strategically promote the role, programs and activities of Playgroup Tasmania;
- support the achievement of the Playgroup Tasmania vision and stated values; and
- comply with all relevant legislation, financial requirements, regulations, standards, codes and Playgroup Tasmania policies and procedures.

Position Description

A Board Member:

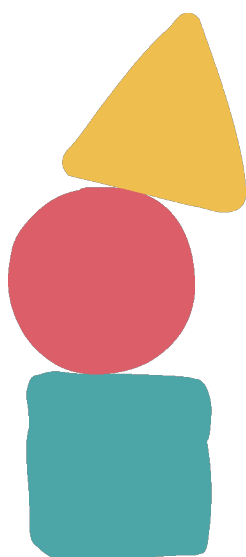
- supports the activities of Playgroup Tasmania in accordance with the constitution, policies and procedures to achieve its stated objectives;
- liaises with the Executive and Board to ensure all business of Playgroup Tasmania is carried out in accordance with Playgroup Tasmania's Constitution, policies and procedures, strategic plan, annual plan, Playgroup Australia Service Agreement and all other grant deeds;

- develops an effective working relationship with all Board Members and the CEO;
- works with the Board to conduct the performance appraisal for the CEO;
- works with the Board in the development of the strategic plan for Playgroup Tasmania;
- works with the Board in the approval of budgets and business plans for good governance;
- works with the Board in the creation, renewal and approval of the constitution, new policies and procedures for good governance;
- uses the annual policy review schedule to ensure Playgroup Tasmania policies, procedures and plans are upheld and updated accordingly;
- works with the Board in the creation, review and approval of position descriptions for the board and CEO;
- works with the Board to ensure planning and budgeting for the future is carried out in a financially responsible manner and in accordance with the wishes of the Members;
- can be an official delegate at conferences, seminars, events and reports to the Board and Playgroup Tasmania Members on any matters of interest;
- can represent Playgroup Tasmania as part of collaborative work undertaken with Members of the Playgroup Federation and Playgroup Australia; and
- supports the promotion of Playgroup Tasmania across the state.

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Volunteer responsibilities and expectations

- The Board represents Playgroup Tasmania to Government, community organisations, the corporate sector, Playgroup Tasmania volunteers, Members, expectant and new parents.
- A Board member's conduct while performing this role will reflect upon the reputation of Playgroup Tasmania.
- Board positions are for terms of 2 years.
- Use of own car, computer, phone, including internet, is required. (Reimbursed in accordance with Playgroup Tasmania policy.)
- Meetings are usually held via video conferencing with up to 2 face to face meetings per year.



Qualifications

Experience/skills in the following are an advantage:

- Business strategy/development
- Legal
- Marketing
- IT
- Finance
- Change management
- Volunteer management
- HR

Experience and attributes

- Commitment to enhancing the lives of Tasmanian children and families.
- Self-motivated, positive, enthusiastic and highly organised.
- Awareness of environment in which the Playgroup Tasmania operates and ability to respond appropriately to the changing needs of a community-based organisation.
- Demonstrated experience working as part of a leadership team, responsible for making decisions on behalf of others.
- Capacity to think and make decisions at a strategic level.
- Ability to identify, assess, track and respond to risk at a Board level.
- Possess well-developed written, oral and interpersonal skills with the ability to communicate effectively with a wide range of people.
- Knowledge of the principles and practices of not-for-profit governance and awareness of legal responsibilities of Board Members.
- Comprehensive understanding of conflict of interest and recognition that a Board Member must act in the best interests of Playgroup Tasmania.
- Demonstrated track record that would enhance the reputation of Playgroup Tasmania.



Board Nominations

Board nominations close no less than 10 days prior to the Annual General Meeting.

Nominations for Board positions must be:

- Provided in writing on the appropriate Board Member Nomination form.
- Received by the Public Officer/CEO at least 10 days before the Annual General Meeting. **In 2025, the date nominations must be received by is 5pm, Friday, 24 October.**

Nominees must:

- Be a financial Member of the Association or willing to join and pay the prescribed fee (\$2)
- Be at least 18 years of age
- Not have been an employee, or an immediate family member of an employee of Playgroup Tasmania in the past 2 years.

The nominee must also:

- Provide a current resumé detailing skills and interests that would benefit the objects of the Association.
- Provide written professional references from 2 referees.
- Be willing to:
 - sign the Playgroup Tasmania Confidentiality Agreement.
 - sign the Playgroup Tasmania Child Safety and Wellbeing Statement.
 - adhere to the Playgroup Tasmania Code of Conduct.
 - declare all conflicts of interest (whether actual or perceived).
 - provide a Working With Vulnerable Persons Registration or equivalent as defined in the *Registration to Work with Vulnerable People Act 2013*.
 - obtain a satisfactory national police check.
 - confirm that you are not declared bankrupt, and/or have not applied to take advantage of any law relating to bankrupt or insolvent debtors or compounds with creditors, and/or to make any assignment of your estate for your benefit.

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- confirm that you are not a represented person within the meaning of the *Guardianship and Administration Act 1995*.
- confirm that you can perform the duties of the office competently.

Please note

If the number of suitable nominations for Board positions is less than the number of vacancies, the Public Officer is to declare elected those Members who have nominated.

If the number of nominations is greater than the number of Board vacancies, a ballot will be held of eligible Members present at the AGM.

Casual vacancies

When a casual vacancy arises, nominations will be called publicly and a decision made and ratified by existing Board Members.

Strategic Plan 2022-2025

Our vision

Families with young children and babies are supported to flourish physically, emotionally and socially through their connections to Tasmania's playgroup community.

Our values

INCLUSIVE:

We are respectful, welcoming and embrace diversity.

INTEGRITY:

We speak with honesty, follow through on our commitments and are accountable for our actions.

CREATIVE:

We are playful, optimistic, curious and open to new ways of doing things.

CONNECTED:

We work collaboratively to create a sense of belonging and recognise that better outcomes are achieved by working together.

Our purpose

We recognise parents and caregivers as their children's first teachers, and emphasise the importance of play and attachment in early childhood development

We work collaboratively with organisations, volunteers and families to build resilient, inclusive and supportive playgroup communities that connect families and young children.

Our priorities

1. Strengthening playgroup quality

Our playgroups and other services are respected for their quality, and are valued and beneficial environments for children and families.

2. Delivering responsive programs for families with young children

Our focus on children and families - especially in the first 1000 days - includes early intervention and prevention programs to meet the diverse and changing needs of the community.

3. Amplifying children's voices

We champion the voice of children and are recognised as a leader in promoting the wellbeing and safety of children.

4. Sharing trusted information for families

We develop, collect and share information in accessible ways for families, young children and those who support them.

5. Promoting the needs of families

We are a strong voice to government and the community about issues that matter to families and young children.

6. A contemporary organisation

Our staff, volunteers and board members contribute to a thriving culture that embraces learning, collaboration and quality governance.