**DCB Agenda Item:** [To be inserted by DCB Secretariat]

This completed template is to be routed to SecretaryDCB@qld.lca.org.au It should be used in conjunction with the appropriate Nominations Form and attached to a Covering Memo. It should be completed in accordance with the requirements outlined in the Council or Committee Appointment Supporting Information Protocol and Guidelines Document

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| **Resolution Title** | **Title** [Insert the Title for the Proposed Resolution] |
| **Description** | **Description**[Insert a short description of the appointment requiring a DCB decision] |
| **Recommended DCB Resolution** | THAT xxxxxxxx [insert words for proposed resolution] |
| **Prior Endorsements have occurred with:**  | 🞏 M&M Council Res # 🞏 LYQ Council Res # 🞏 LEQ Council Res # 🞏 LS Council Res # 🞏 Parish / Congregation Res #🞏 Nominations Committee Res #  |
| **Name of Candidate** | [Insert the name of the nominated candidate] |
| **Conflict of interest (potential)** | [Insert a short description of any potential conflicts of interest associated with the appointment eg. Family on Council; Related Business Interests; Staff member employed by a Department or Church. Refer to Conflict of Interest Policy and Procedures at [www.qld.lca.org.au](http://www.qld.lca.org.au) under Policy] |
| **Name of Person Nominating the Candidate** | [Insert the name of the person nominating the candidate and Committee Position held if relevant] |
| **Committee /Council Name** | [Insert a the name of the Committee or Council the person is being nominated for] |
| **Position** | [Insert the name of the position the nominated person is being requested to fill] |
| **Duration** | [Insert the duration of the appointment or term of office] |
| **Occupation /Skills /Qualities** | [Insert the current occupation of the person being nominated and any other relevant skills or attributes the person may bring to the position] |
| **Commencement Date** | [For all appointments detail when the appointment will commence] |
| **Reappointment Timings** | [If this appointment is a reappointment include the year and month the person first filled the appointment and the total number of years the person has served to date.  |
| **Blue Card / Exemption Card** | [Where the appointment requires the person to hold a Blue Card or Exemption Card or pass a Police Check then state this in this section and certify that the nominated person has obtained the relevant card or passed the check. Nominating persons should note that appointments to some councils or committees cannot take effect until such time as the nominated person has been issued a card] |