

Nomination form - Board & Committees 2025

Form Preview

Nomination form

Navigating the form

Use the *Next Page* and *Previous Page* buttons or the **Form Navigation** list on the right-hand-side to move between pages. This will automatically save your application.

Don't use the *Forward* or *Back* buttons in your browser as you may lose your progress.

As you complete the form, your responses will determine which additional questions you will be required to answer. Questions that are not applicable to your nomination will be automatically disabled and hidden from view.

Saving your nomination

You can start your nomination, save what you have done and return to it as many times as you like before the grant deadline.

For further instructions on how to use this online form, please see the [SmartyGrants Help Guide for Applicants](#).

Submitting your nomination

Once you're happy with your responses, click to the *How to Submit* page where you will find a *Review* button. You will be able to review your whole nomination here, download it to share with others, and submit it when you're ready.

Need help?

Please let us know if something doesn't work or doesn't make sense. We are here to help you, You can contact us on:

Georgie Boucher, Volunteer Manager - 03 8341 5955 and georgie@cbf.org.au

Introduction

We're seeking nominations for several CBF Board and advisory committee positions.

You can nominate for any number of the following voluntary positions:

- **Board of Directors:** Responsible for overall governance of the CBF, providing direction on organisational objectives, policy and practice. **One position is available** (Independent Director).
- **Sector Investment Advisory Committee (SIAC):** Committee members provide feedback on policy and the distribution of sector investment funds. **One position is available.**
- **Content Grants Advisory Committee (CGAC):** Committee members review feedback from our grant assessors, make funding recommendations on [Content Grants](#), and contribute to the formulation of funding policy. **Two positions are available.**

Participation is on a voluntary basis, however the CBF meets all travel and accommodation costs where required. All volunteers require online access, and some support may be available to assist with this in some instances.

All positions available are for three year terms from 1 July 2025 - 31 June 2028.

People can be appointed to the Board or each Committee for up to three consecutive terms.

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The benefits of being a CBF Grants Advisory Committee member include:

- gaining broad insight into current and emerging community broadcasting issues, policy and practice
- greater understanding of CBF decision-making, internal structures and processes
- improved skills in assessment, grant-design, grant-writing, funding policy, strategic thinking.
- working as part of a passionate, diverse group of volunteers from the community broadcasting sector to make collective decisions
- being a strategic leader and having input into grant-making decisions that help build a resilient future for the community media sector
- the opportunity to 'give back' to the community broadcasting sector by ensuring grant funds are distributed in an equitable, impactful way.

For more information, see:

- [Board Roles and Responsibilities](#)
- [Current Board Members](#)
- [SIAC Roles and Responsibilities](#)
- [Current SIAC members](#)
- [Grants Advisory Committee Roles and Responsibilities](#)
- [Current Advisory Committee members](#)
- [Nominations Advisory Group](#)
- [Annual Report](#)
- [Strategic Plan](#)

Who can nominate?

Board of Directors: There is one vacancy for an *Independent Director*.

Advisory Committees: Nominations can come from community broadcasting stations, sector organisations or directly from individuals who are self-nominating.

Board members and Staff (excluding casual and short-term positions) from the following national peak sector organisations are not eligible to apply to CBF Board and Grants Advisory Committee positions: the CBAA, CMTO, CMAA, FNMA, NEMBC, RPH Australia and ACTA.

How are positions appointed?

Appointments are made by the CBF Board via a nomination process that ensures the [CBF Diversity, Access & Equity Policy](#) is met and the required experience and skills are optimised.

Nominations will be assessed against the following criteria:

Skills - The nominee demonstrates appropriate skills for the role, including specialist knowledge, as detailed in the skills matrices.

Attributes - The nominee demonstrates qualities that would be beneficial to the work of our Board and advisory committees, including a commitment to fair, ethical and transparent processes, hard-worker, ability to make difficult decisions, collaborator, ability to contribute insight, creative ideas and devise innovative solutions to problems, analytical skills, attention to detail, and/or a commitment to the values of community broadcasting.

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Experience - The nominee demonstrates relevant experience in a similar role, experience at a community radio or TV station, a broad understanding of the media industry, and/or experience writing or assessing grants.

Other - The nominee has sufficient time to participate with regular online access.

The CBF welcomes volunteers from the following backgrounds to apply:

- Aboriginal and Torres Strait Islander peoples
- Women
- Gender diverse people
- People with culturally and linguistically diverse backgrounds
- People with a disability
- LGBTIQ+ people
- Young people
- People from non-metropolitan areas

Nominations are considered by members of the [Nominations Advisory Group](#) made up of national sector representative organisations who assess them against the criteria listed above.

Background information

The Community Broadcasting Foundation (CBF) is a proud champion of community broadcasting - Australia's largest independent media sector.

In the past year, the CBF granted more than \$18.7 million to help 173 organisations communicate, connect and share knowledge with their communities through radio, television and digital media.

The distribution of funds is determined by our [Board](#), supported by our [Grants Advisory Committees](#) and [Grant Assessors](#). We proudly involve people experienced in community media to support our grant decisions and are guided by our [Strategic Plan, policies, constitution](#), and inspired by our vision, 'Community broadcasting is at the heart of every community.'

Contact details

* indicates a required field

Nominee name *

First Name

Last Name

Nominee Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

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Nominee Phone Number

*

Must be an Australian phone number.

Nominee Email *

Must be an email address.

What role/s are you nominating for? *

- Board of Directors - Independent Director Sector Investment Advisory Committee Content Grants Advisory Committee

Select all that apply. The nominee can nominate for multiple roles within this form.

Have you nominated before?

If you have recently nominated to the CBF Board or committees and would like your previous nomination form to be considered for this opportunity, please tick the box below. Then skip ahead to complete the Declaration and submit your nomination.

- Please use my previous nomination

Diversity, Access & Equity

The CBF respects and values the principles of diversity, access and equity and the benefits of their application throughout its culture, organisational structure and grant programs.

While not limited to the following groups, current priorities for affirmative action within organisational structures at the CBF include:

- Aboriginal and Torres Strait Islander peoples
- Women
- People with culturally and linguistically diverse backgrounds
- People with a disability
- LGBTIQ+ people
- Young people
- People from non-metropolitan areas.

To assist the CBF in meeting its [Diversity, Access & Equity Policy](#), please tell us if you meet any of these current priorities.

Do you identify as any of the following?:

Aboriginal or Torres Strait Islander Yes

Woman Yes

Gender diverse Yes

Culturally and linguistically diverse Yes

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Have a disability Yes

LGBTIQA+ Yes

Under 26 Yes

Lives in a non-metropolitan area Yes

Detail any support requirements you might need to participate:

For example: adjustments we can make to ensure materials are accessible to you. Note that travel to meetings is covered in accordance with our Travel & Accommodation Guidelines.

Do you have limited access to the internet? Yes No

Skills & Experience

* indicates a required field

If you are nominating for multiple positions, please tick all the boxes that apply (even if some are repeated).

Board skills

Leadership & Governance Legal Finance & Economics Strategy, Development & Implementation Social inclusion Technology Grant-making Risk Management

Sector Investment Advisory Committee skills

Leadership Organisational governance Project Management Financial management Media industry Strategy, policy & research Social inclusion Technology Grant-making Broad knowledge of & expertise in the community media sector

Content Grants Advisory Committee skills and experience

News and current affairs Narrative/storytelling Specialist music Variety/magazine Events/OBs First Nations Australian programming Ethnic programming Radio Reading programming Programming made by and for people with a disability Programming made by and for LGBTIQA+ people Project management Social inclusion Audio Video Online Large station Small station Metropolitan station Regional station Remote station

Definitions:

- **Leadership and Governance:** Experience in motivating people to achieve common goals by providing guidance and direction and possessing the style, personal qualities, values, skills, experience and knowledge to mould consensus and mobilise people. Experience in governance practices such as policy, ethics, risk management, compliance, administration and other mechanisms by which organisations, and those in control, are held to account.
- **Legal:** Experience working within a solicitor's office, Barristers chambers, Legal department of an industrial or commercial firm, company or corporation or within the public sector or any other environment with a legal content to the work undertaken.
- **Finance and Economics:** Experience in the management of funding and budgets, understanding of financial statements and reporting, monetary policies.
- **Strategy, Development Implementation:** Experience in establishing guiding principles, guidelines, actions and priorities to achieve desired goals.
- **Social Inclusion:** Experience in, and knowledge of, structural barriers, research and relevant policy interventions that are understood to improve the terms on which individuals and groups take part in society improving the ability, opportunity, and dignity of those disadvantaged on the basis of their identity, socio-economic status, disability, cultural background, digital inclusion or other factors.
- **Technology:** Experience or knowledge put into practice to solve problems or invent useful tools, the use of computers to create, process, store and exchange electronic data, and/or the application of digital technology to improve operational efficiency and develop innovative services for an organisation.
- **Risk Management:** Experience in the the identification, evaluation, and prioritization of risks followed by coordinated and economical application of resources to minimize, monitor, and control the probability or impact of unfortunate events or to maximize the realization of opportunities.
- **Grant-making:** Experience in managing and evaluating grant programs from foundations, charities, philanthropic bodies etc, which support causes delivering high social impact
- **Media Industry:** Experience in a varied collection of organisations that share the production, publication and distribution of media e.g. station manager or volunteer role at a community media organisation, editor of online magazine, journalist for print media etc.

- **Strategy, policy and research:** Experience in establishing guiding principles, guidelines, actions and priorities to achieve desired goals, and/or investigation into and study of materials and sources to establish facts and conclusions.
- **Station management:** Experience in holding the position of Station Manager (as a current or former position) at a community media organisation. Skills in people management, reporting to funders, developing budgets, reporting to board members, collecting data for reports etc.
- **Organisational governance:** Experience in governance practices such as policy procedures, ethics, risk management, compliance, administration and other mechanisms by which organisations, and those in control, are held to account.
- **Financial management:** Experience in the management of funding and budgets, understanding of financial statements and reporting, monetary policies.
- **Social inclusion:** Experience in (lived and/or learned) and knowledge of, structural barriers, research and relevant policy interventions that are understood to improve the terms on which individuals and groups take part in society improving the ability, opportunity, and dignity of those disadvantaged on the basis of their identity, socio-economic status, disability, cultural background, digital inclusion or other factors.
- **Business development / fundraising:** Experience in the creation of any activity by a small or large organisation, non-profit or for-profit enterprise which serves the purpose of 'developing' the business in some way including business planning, goals, marketing, promotion etc. Experience in soliciting and gathering voluntary contributions as money or other resources, by requesting donations from individuals, businesses, charitable foundations, or governmental agencies.
- **Events, marketing promotions:** Experience coordinating events, researching, promoting, selling, seeking sponsorship for products and services.
- **Studio technology:** Experience operating and understanding studio-based technology and equipment.
- **Transmission technology:** Experience operating and understanding transmission related technology and equipment
- **General technology:** Experience with and understanding of IT and other non-media specific technologies
- **Training:** Experience delivering or coordinating training (accredited, non-accredited, pathways,

professional development, in-house), mentoring, course design.

- **Project Management:** Experience in the application of processes, methods, skills, knowledge and experience to achieve specific project objectives within agreed parameters. Project management has final deliverables that are constrained to a finite timescale and budget.
- **News and current affairs:** Experience in the creation or production of news or other content covering events of political or social interest and importance happening in the world at the present time.
- **Narrative/story-telling:** Experience in the creation or production of spoken word features or documentaries
- **Specialist music:** Experience in the creation or production of programs that focus on specific musical genres, styles, cultural scenes and eras.
- **Variety/magazine:** Experience in the creation or production of programs including a wide range of programming in talks, topics, contributors, sports, music and more.
- **Events/OB's:** Experience in coordinating or participating in events or outside broadcasts.
- **First Nations Australian programming:** Experience in or understanding of programming produced by and for First Nations communities.
- **Ethnic programming:** Experience in or understanding of programming produced by and for CALD communities.
- **Radio Reading programming:** Experience in or understanding of Radio for the Print Handicapped programming. See [Radio Reading](#) for more info.
- **Audio:** Experience in the creation or production of audio content for radio, online, cross-platform.
- **Video:** Experience in the creation or production of video content for TV, online, cross-platform.
- **Online:** Experience in or understanding of online broadcasting platforms and technologies including streaming, on-demand, podcasting, content-sharing systems.
- **Large station:** Experience working/volunteering with stations with an average annual income \$700,000.
- **Small station:** Experience working/volunteering with stations with an average annual income \$100,000.
- **Metropolitan station:** Experience working/volunteering with stations in metropolitan areas. See [ACMAs List of community licence holders](#).
- **Regional station:** Experience working/volunteering with stations in regional areas. See [ACMAs List of community licence holders](#).

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- **Remote station:** Experience working/volunteering with stations in remote areas. See [ACMAs List of community licence holders](#).
- **Ethnic broadcasting sector:** Experience working/volunteering with or a demonstrated understanding of stations with an Ethnic community of interest.
- **First Nations media sector:** Experience working/volunteering with or a demonstrated understanding of stations with an Indigenous community of interest.
- **RPH broadcasting sector:** Experience working/volunteering with or a demonstrated understanding of full-time RPH service stations.

Describe any community broadcasting or other relevant skills and experience you may have. *

Have you been involved at a community radio or TV station? If so, which stations? How were you involved? Provide further context on the boxes you have ticked in the previous question/s.

Supporting document(s)

Attach a file:

If you are being nominated by a community broadcasting organisation, upload a letter of support from that organisation here.

Resume/CV

Attach a file:

Please provide contact details for a Referee who can support your application.

Referee

Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Referee Position

Referee Email

Must be an email address.

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Referee Phone Number

Must be an Australian phone number.

Assessor Team

Our team of volunteer [Grant Assessors](#) independently consider, score and provide advice on grant applications to our [Grants Advisory Committees](#). Appointed by the [CBF Board](#) through a nomination process, Grant Assessors are called on twice annually to review incoming applications.

If your nomination to the Board or Advisory Committee is unsuccessful (and you aren't already a member of the Assessor Team), would you like to be considered for appointment to the Assessor Team?

Yes

Bio and Headshot

Please share a short bio for us to publish on our website, social media and e-news if your nomination is successful

Word count:

Must be no more than 150 words.

Recommended limit 100 words

Upload a 'Headshot' Photo

Attach a file:

A portrait head shot of 1MB is required

Code of Conduct

* indicates a required field

Conflict of Interest

I have read the [CBF Code of Conduct](#), incorporating the CBF Conflict of Interest Policy, and hereby declare a perceived or actual conflict of interest in relation to the following organisations/projects that may apply for assistance or otherwise seek benefit from the Community Broadcasting Foundation.

Provide the name or call sign of the organisation in sufficient details to identify them (e.g. 6XYZ-FM, Perth) and a brief description of the nature of the conflict of interest (e.g. current active volunteer/voting member/employee/officeholder). In the case of there being no conflicts of interest to declare, write 'Nil'.

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Name of organisation/project	Nature of Conflict of Interest

I hereby agree to:

- follow the procedure outlined in the CBF Conflict of Interest policy in relation to any CBF work I undertake where the actual or perceived conflicts of interest disclosed above arise
- allow the CBF to publish the above Conflict of Interest disclosures on the CBF Register of Conflicts of Interest
- update this declaration through the completion and return of a new Declaration of Conflict of Interest form as soon as possible should any relevant further actual or perceived conflict of interest arise or there be any change to those already disclosed throughout the period of my involvement at the CBF.

Code of Conduct Declaration

I acknowledge that I have been provided with a set of induction materials that will assist me to undertake my role at the CBF including the [CBF Code of Conduct](#), [Strategic Plan](#), [Diversity, Access and Equity Policy](#), [Privacy Policy](#), and [Social Media Policy](#).

I have read and understand these materials and accordingly make the following commitments:

- I will help the CBF to maintain and develop an organisational culture that reflects the CBF's values as described in the CBF Strategic Plan.
- I will act with integrity and I will do my best to ensure that all CBF processes are fair, unbiased and transparent. I will provide honest and accurate information and advice to the CBF.
- I will respect the work and expertise of grantees and applicants, their partners and stakeholders, and strive for relationships based on candor, understanding and respect.
- I will observe policies to address conflict of interest and do all in my power to ensure that others do the same.
- I will ensure that grant application assessments and allocations are based on the published criteria and without personal or institutional bias.
- I will strive to improve the performance and processes of the CBF through consideration of better practice approaches. I will contribute to the maintenance of existing processes that ensure the effectiveness and efficiency of the CBF and its grant programs, but I will also be responsive and open to considering new ideas, processes and opportunities.
- I will endeavor to undertake any relevant professional development and aim to remain abreast of any relevant current and emerging issues of policy and practice.
- I will read all meeting materials prior to meetings and seek further advice about any matters that I do not understand.
- I will be an active and engaged CBF volunteer, and I will endeavor to respond promptly to matters as required.
- I will respect the confidentiality of all CBF meeting, grant and other sensitive materials.
- I will not publicly represent or speak on behalf of the CBF (including in social media platforms) unless acting in the role of CBF President, or as directed to by CBF Board of Directors or Chief Executive Officer. I will follow the CBF Social Media Policy. In all public forums I will act responsibly, with integrity, and with the reputation of the CBF in mind.

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- I will respect and maintain the privacy of individuals involved in grant applications or other CBF operations, as per the CBF Privacy Policy.

Declaration

I declare that to the best of my knowledge the information contained in this application is true and correct.

I understand that deliberately providing false information may constitute fraud and be legally actionable.

I understand that my nomination may be considered by the Nominations Advisory Group comprised of representatives of sector representative organisations.

Name *

First Name

Last Name

Date *

Privacy Statement

The Community Broadcasting Foundation (CBF) respects the right of individuals to privacy protection. Where personal information is supplied to the CBF it is used to assist in providing resources and other services to community broadcasters and community broadcasting organisations, and in meeting our responsibilities as the funding agency for the community broadcasting sector. To this end personal information may be shared with other community broadcasting sector representative organisations, consultants and funding providers. Individuals have the right to access, update or correct any of their personal information held by the CBF at any time.

Entities that are collecting personal information for provision to the CBF in a funding application or for related purposes must ensure that the individuals concerned consent to the provision of their personal information to the CBF, receive a copy of this Privacy Statement, and have been advised that our Privacy Policy is available at <https://cbf.org.au/privacy-policy/>.

Complaints against the CBF's acts or practices in relation to privacy protection may be investigated by the Privacy Commissioner who has power to award compensation in appropriate circumstances. For more information please see our [Privacy Policy](#) on our website or contact the Foundation's Chief Executive Officer on (03) 8341 5900 or by email to executive@cbf.com.au.

How to Submit

Once you have completed your Nomination form, **Review and Submit** the form.

You can print/download the nomination as a pdf document to share with others by clicking **Download PDF** at the top of the **Review and Submit** page.

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To submit your nomination, click the **Submit** button at the top of the **Review and Submit** page.

- Any unsubmitted forms will not be accessible to the CBF and will not be assessed.
- If a required question is left blank or you have entered incorrect characters in a question (like letters in a number question), you will be unable to submit a form. Use the Application Form Navigation list to return to the question that requires completion.

Once you successfully submit your nomination you will receive an automatic email confirming receipt of your application with an attached pdf version for your records.