

Nomination form - Board & Committees 2026

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 nomination.

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 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 two vacancies on our Board and Committees.

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 for an Independent Director*.**
- **Development & Operations Grants Advisory Committee:** provide independent advice on how Development & Operations Grants should be distributed and help to shape funding policy. **One position is available.**

*Independent Directors join us from diverse sectors of Australia and bring their experience outside the community broadcasting sector to bear on the Board's decisions. They bring their care, skill and diligence to our work and offer additional perspectives. The Board relies on their experience and knowledge.

The Board position is a casual vacancy for a term commencing immediately until 31 December 2026 with the opportunity to renew for a further term in Jan 2027.

The DOGAC position is for a three year term from 1 January 2027 - 31 December 2029.

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People can be appointed to the Board and Committees for up to three consecutive terms.

The benefits of being a CBF Board or 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 \(including Position Description\)](#)
- [Current Board Members](#)
- [DOGAC Roles and Responsibilities \(including Position Description\)](#)
- [Current DOGAC members](#)
- [Annual Report](#)
- [Strategic Plan](#)

Who can nominate?

Board of Directors: There is one vacancy for an *Independent Director* (see definition above).

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.

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Values - a commitment to the values of community broadcasting and the values of the CBF.

Experience - The nominee demonstrates relevant experience in a similar role (e.g. Board Director experience and/or qualifications for Board nominations), 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.

Diversity -

The CBF welcomes volunteers from the following backgrounds to apply:

- First Nations Australian 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

Volunteer cost contribution

To maintain a best practice grants process, we know we must make efforts to remove barriers to volunteering. The CBF is conscious that for some people volunteering is out of reach for financial reasons. The [National Standards for Volunteer Involvement](#) make it clear that organisations like ours must make an effort to reduce these barriers.

For that reason, a **Volunteer Cost Contribution** is available to all CBF volunteers from 1 January 2026.

You may use this contribution in whichever way you deem appropriate - this may include towards your internet/mobile access, printing, technology, childcare, travel and more. The costs and barriers for each Community Broadcasting Foundation volunteer will be different. You may also choose to pass this contribution onto your hosting community broadcasting organisation (if applicable).

The contribution is paid directly to your personal bank account, without any requirement for receipts or a reimbursement process. You may opt out if you choose not to receive it.

The rates for CBF volunteer cost contributions are as follows: Board members: \$700 per meeting day Grants Advisory Committees (GACs): \$350 per meeting day Assessors (including GAC assessors): \$20 per application assessed

Additional cost contributions are available for Chairpersons and for volunteers travelling from remote locations.

Please note these rates will be reviewed every two years and may be subject to change.

Background information

Each year Community Broadcasting Foundation receives funding from the Australian Government's Community Broadcasting Program to redistribute in grants to community media organisations, content producers and sector organisations.

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Every year, we distribute more than \$20+ million in funding to strengthen and support over 450 community broadcasting services across Australia to communicate, connect and share knowledge with their communities through radio, television and digital media. This includes First Nations, ethnic, LGBTIQ+ and print-disabled Australians, as well as others in our communities who are underrepresented in other media. Our funding helps to connect people across the country, including over 5 million people who tune-in to their local radio station weekly.

Our funding decisions are guided by the sector-wide ten year plan for greater impact, [Roadmap 2033](#), the [Community Broadcasting Foundation strategic plan](#), guidelines for [each of the grant streams](#) as well as our operational [policies and guidelines](#).

Our funding supports organisations to enrich people's lives with a diversity of choice in our media. We provide funding that helps produce local stories, news and cultural content reflecting the many perspectives, people and communities that make up Australia; to ensure community broadcasting is at the heart of every community.

Collaboration and partnership are central to the way we work, building on decades of strong relationships and expertise. Together with community broadcasters, content producers and sector organisations around the country, we are helping to build a thriving, impactful and resilient future for community media.

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.

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 Development & Operations Grants Advisory Committee (DOGAC)

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

Have you nominated before?

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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.

Please note that on this occasion, taking into account the makeup of our current Board, we strongly encourage First Nations Australian candidates to apply.

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

- First Nations Australian 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?:

First Nations Australian Yes

Woman Yes

Gender diverse Yes

Culturally and linguistically diverse Yes

Have a disability Yes

LGBTIQ+ Yes

Under 26 Yes

Lives in a non-metropolitan area Yes

Detail any support requirements you might need to participate:

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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

Development & Operations Grants Advisory Committee skills

*

Station management Organisational governance Financial management Social inclusion Business development, fundraising Events, marketing, promotions
 Studio technology Transmission technology General technology Training
 Audio Video Online Large station Small station Metro station Regional station Remote station Ethnic broadcasting sector First Nations media sector Radio reading broadcasting sector

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.
- **Grant-making:** Experience in managing and evaluating grant programs from foundations, charities, philanthropic bodies etc, which support causes delivering high social impact.
- **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.
- **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.
- **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

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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.
- **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](#).
- **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.
- **Radio reading broadcasting sector:** Experience working/volunteering with or a demonstrated understanding of full-time RPH service stations.

Selection criteria

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

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Values - a commitment to the values of community broadcasting and the values of the CBF.

Experience - The nominee demonstrates relevant experience in a similar role (e.g. Board Director experience and/or qualifications for Board nominations), 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.

Please describe your relevant skills, attributes, values and experience in relation to the role of Independent Board Director (with reference to the criteria above) *

Provide further context on the boxes you have ticked in the previous question/s. Independent Directors join us from diverse sectors of Australia and bring their experience outside the community broadcasting sector to bear on the Board's decisions. They bring their care, skill and diligence to our work and offer additional perspectives. The Board relies on their experience and knowledge.

Please describe your relevant skills, attributes, values and experience in relation to the role of DOGAC member (with reference to the criteria above) *

Provide further context on the boxes you have ticked in the previous question/s.

Supporting document(s)

Attach a file:

Resume/CV

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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.

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

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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'.

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](#), and [Privacy 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.

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- 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.
- 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.

Name *

First Name

Last Name

Date *

Privacy Statement

The Community Broadcasting Foundation (CBF) respects the right of individuals and grantee organisations to privacy protection. Where personal or organisational 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.

Individuals have the right to access, update or correct any of their personal information held by the CBF at any time.

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Complaints against the CBF's acts or practices in relation to privacy protection may be investigated by the Australian Information 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 CEO on (03) 8341 5900 or by e-mail via 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.

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.