

Dear North-Eastern Montessori community,

We are seeking parents or guardians to join our Board. Members have the opportunity to elect two member Directors at the Annual General Meeting on 19 May 2021. Each member-elected Director serves for 3 years. These volunteer roles are an opportunity to join a passionate team of fellow Directors working to grow a celebrated school where we all love to learn.

Key qualities we are looking for:

- **ability to analyse problems objectively and act decisively**
- **leadership skills with an ability to develop and implement a shared vision**
- **well-developed communication skills**
- **strong sense of teamwork and high degree of integrity**
- **an understanding of the difference between the governance role of the Board and the management role of the Principal**
- **commitment to serve the best interests of the Plenty Valley Montessori School Association (PVMSA - this name may change in the future)**
- **time to fulfill the role (at least 2-3 days per month).**
- **senior legal, financial (i.e. CA, CPA), management, or building and construction expertise**
- **experience on a Board and a deep understanding of the role of the Director.**

Specialist skills we are seeking:

How the process works

- Read the Nominations Handbook (attached).
- Check with Manoli Galanakis, Business Manager, that you are the registered member of the PVMSA for your family.
- Fill out the nomination form in the Nomination Handbook with the signatures of two current PVMSA members supporting your nomination.
- Stand for election at the Annual General Meeting (AGM) on 19 May 2021.

Members will cast their votes by proxy (on a form) prior to the AGM. Voting by proxy will allow us to switch at short-notice to an online AGM if for example COVID rules change.

Nominations close on Friday 9 April at 4:30 PM

To find out more about the role contact either Justin Garrett, Director, on justin@board.northeastern.vic.edu.au or Rebecca Norris, Director, on rebecca@board.northeastern.vic.edu.au.

To start the nomination process, please contact our Company Secretary Manoli Galanakis on bus.mgr@northeastern.vic.edu.au.

Kind regards,

Rebecca Norris

Chair, Membership Committee on behalf of the PVMSA Board.