A group of people

Description automatically generated with low confidence

Permanent Care and Adoptive Families Inc.

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**ABN:** 50 562 164 576

**APPOINTMENT OF PROXY FOR 2 November 2022 AGM**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert name] of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[insert address]

Being a voting member of Permanent Care and Adoptive Families (PCA Families), hereby appoint:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Option 1*** | PCA Families Deputy Chair (Chris Lockwood) | ***Option 2*** | Another person attending the meeting either personally or virtually:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (insert name & address of proxy) |

*\* Select one option only by circling The Chair or adding proxy details.*

as my proxy to vote at the Annual General Meeting of PCA Families to be held on Wednesday 2 November, 2022 and at any adjournment thereof.

|  |  |  |  |
| --- | --- | --- | --- |
| *Option 1* | \*My proxy may vote on my behalf  in any matter as they see fit | *Option 2* | \*My proxy is directed to vote on my  behalf as indicated on page 2 of this form |

*\*Select one option only by circling the appropriate box*

Member’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2022

today’s date today’s month

**Completed forms should be emailed to secretary@pcafamilies.org.au or posted to Level 4 Ross House, 247-251 Flinders Lane, Melbourne VIC 3000** and **must** be received no later than 48 hours prior to the AGM – being 4:30pm, Monday 31 October 2022.

***Option 2 only***

**Board member election:**

|  |  |
| --- | --- |
| **Board Member election/nominee** | **Circle whether you agree to their election** |
| ***Retiring Board members eligible for reappointment*** |  |
| Naomi Colville (close personal connection) | Yes / No |
| Judy Gouldbourn (close personal connection) | Yes / No |
| ***Casual Vacancy directors eligible for appointment*** |  |
| David Arndt (no involvement with adoption or permanent care) | Yes / No |
| Patricia Vaz (no involvement with adoption or permanent care) | Yes / No |
| ***New nominees for Board member*** |  |
| Kellie Burns (close personal connection) | Yes / No |

There are up to five members to be elected, a minimum of three must be appointed. The Board recommends all five are appointed.

**Naomi Colville – currently Chair of PCA Families Board**

Having been a member and Director and most recently Chair of PCA Families Board, I am passionate and excited about the future of our most valuable organization. I am parent to a child through permanent care and a half sister to my brother who is an adult adoptee – a powerful story of relationships with birth families and adult adoption perspective. Having completed a Diploma in Governance with the ICDA in 2021 on scholarship and a variety of governance roles within my local community, I am keen to continue to represent regional Victoria as a Director.

**Judith Gouldbourn – currently Director and Chair of FAR**

I first joined PCA Families as a member of the Finance, Audit and Risk (FAR) Committee in January 2020 after searching for a volunteer opportunity connected with my personal experience of being an adult adoptee.

After being on the FAR committee for about 10 months, I then joined the board, with a particular interest in contributing my expertise both in working with not-for-profits as well as over 20 years working in human resources in both large banking corporations and smaller peak professional organisations. I currently work for a peak health association. I have strong governance, communications and strategic skills, particularly in the area of strategic planning and managing strategic partnerships. I have a Bachelor of Business degree.

I am currently acting as Chair of FAR and am also a member of PCA Families' nominations committee. I was adopted at birth, under what is now known as forced adoption practice. Despite this, I met my birth mother in my late teens, and I enjoy good relationships with both my adopted and biological families. I would like to think my time on PCA Families board has not yet come to an end as I still have much to contribute. I would like to be there to support the organisation through the next couple of years, where I am , very positive about the difference we will continue to make both at a practical level for families, and a policy level, to ensure that permanent care and adoptive families are included in any decisions that may impact them.

**David Arndt – nominating as Director**

Over the last 25+ years I’ve been privileged to have worked with some iconic businesses like Stellar Asia Pacific, STA Travel, Allans Music Group, Explorers Early Learning Group and Frontline Defence Services, across Contact Centre Outsourcing, Travel, domestic building, FMCG, Child Care, and consulting throughout Australia, Philippines, US, UK and South Africa. These businesses were renowned for quality of products, exemplary delivery and customer focus. At the time of my hire, they were facing issues relating to growing competition, shrinking margins, employee retention, aging technology, lack of systems and outdated structure. Partnering with renowned CEO’s Melissa Hamilton (Founder Brave Feminine Leadership Group), Neil Walker (TAB), Board Chair John Hollingsworth (Chair Softball Australia) and Non-Executive Directors John Batistich (Zip Co.), Andrew Day (Hastings Fund Management/Port Adelaide Football Club), I’ve honed my skills in leadership, stakeholder management and managing change and have acquired strategic know-how across IT, HR, Property, M&A, Risk Management and Corporate Governance. Reflecting back on these businesses I am proud to have left them substantially better off now with cultures based on transparency, open book management and effective communication. Their capabilities now include greater agility, industry leading employee retention, and recognition as an employer of choice, all aiding the road map to profitable growth, and success. Recent Board and Related Experience As Company Secretary of the Stellar Group, my role entailed preparation of Board Packs, scheduling of Board meetings, regular communication with Directors and attendance and presentations at bi-monthly Board Meetings. I also filled the role of Board Chair of the group’s Philippines subsidiary (having been a Director for 2 years prior) and was a permanent attendee of the Stellar Board Finance (Audit and Risk) Committee. This committee was instrumental in overseeing the implementation of a risk management framework, as well as the shift to a Global banking arrangement (Citibank) and securing a lucrative funding packing. Past and Present Board Appointments Board Member – Stellar Philippines Inc. Chairperson – Stellar Philippines Inc. Group Company Secretary – Stellar

**Patricia Vaz - nominating as Director**

It is with great pleasure that I apply for the Board Director position at PCA Families. Although I do not have in my family any adopted child or any involvement with the organisation so far, I am firm believer of the positive and transformative impact in kids’ lives when they are adopted by a loving family. Equally is the opportunity to learn, grow as individuals and nurture love for the new parents. With that in mind and since I have become a mother, I want the very best all for kids and the families that are looking to have a kid or to adopt a child.

Currently, I am the General Manager for Corporate Services at Community Housing Ltd (NFP), with over 15 years’ experience in growing, collaborating, and improving businesses services across Australia and internationally. My role is about facilitating the delivery of a broad range of corporate services including Marketing and Corporate Comms, ICT and Business Systems, Risks, Compliance, and Internal Auditor, PMO, Change, HR and Payroll, L&D, office administration and WHS.

I am also a volunteer non-executive Board Director at Pines Learning and a Mentor for Women Federation for World Peace Australia. I would love to contribute to PCA families Board, setting direction and governance

frameworks for the organisation, using my experience and passion for its cause.

**Kellie Burns - nominating as Director**

I am the mother of 2 Locally adopted daughters and consequently have been a n consumer of PCA Families since 2016. Mostly attending the All Ways Playgroup and recently a parents retreat. I am a strong believer in support and advocacy for families formed through Adoption, Permanent Care and Kinship Care and would like to pay forward the support I have received from families within the Adoption and Permanent Care community.

I am a Registered Nurse and Midwife, currently working in an Enhanced Maternal and Child Health role providing support for families struggling with the transition to parenthood. Through this work I have a unique understanding of families experiencing trauma and I have a particular interest in Parent Infant Mental Health and Developmental Trauma. I also work closely with Child Protection and the Department of Families, Fairness and Housing.

My husband and I run our own Plumbing, Excavation and Demolition business, currently providing Plumbing and Hydraulic Services to several Level Crossing Removal Projects and I remain actively involved in my family's farming business.

I have involved myself in community organisations in the past, including 10 years volunteering with Wheelchair Sports Victoria (now Disability Sports and Recreation) and more recently I was involved in our local Kindegarten Management Committee and currently school Parents and Friends Committee.