**Consent to Act as a Director**

In accordance with <insert relevant Act, including year> (“**the Act**”), I hereby notify consent to act as a Director if appointed to the Board of <insert organisation name> (“**the Organisation**”). I request the following information is tabled at the next Meeting of the Organisation and recorded in the Register.

|  |  |
| --- | --- |
| Full Name:  |  |
| Residential Address:  |  |
| Business Occupation:  |  |
| Former Names:  |  |
| Date of Birth:  |  |
| Place of Birth: |  |

Directors are required to comply with Section <insert #> of the Act – disclosure of material personal interests. Matters in which I have, or may have, a relevant or material personal interest in relation to the Company *(including details of other Directorships, interests in contracts to which the Organisation is a party, actual or potentials conflicts of duties or interests, etc)*

|  |
| --- |
|  |

I understand that as a Director of the Organisation I will be assuming a range of legal responsibilities and I agree to act honestly and diligently in my performance of those legal responsibilities. I acknowledge that whilst as an <select Appointed/Elected> Director I <select am/am not> required to be a member of the Organisation (Note: If ‘am not’ is selected you may wish to consider a clause that reflects “*prior to being elected/appointed as a Director, I agree to be bound by the Constitution and the Policies”*.

|  |  |
| --- | --- |
|  |  |
| Signature | Date |

Any changes in relation to the above information must be advised to the Organisation in writing within 14 days of becoming aware of the change.

