



Landscape
Design
Institute

Board Nominations

November 2024



Board Member Nomination Information Pack 2024-25

The Landscape Design Institute is Australia's peak organisation representing professional landscape designers.

The Landscape Design Institute (LDI) launched on 1st July 2022, previously called the Australian Institute of Landscape Designers and Managers (AILDM) which was founded 30 years ago with the aim of connecting members in a network with other designers passionate about both their profession and the environment.

LDI promotes the importance of Landscape Design and Environmental Management for a positive impact and ecological sustainability on our collective environment. We support our members with industry advice, networking opportunities and ongoing development of business and technical skills.

We foster a friendly, collaborative community for designers to enhance their creative & technical skills and support students entering the landscape design profession.

LDI creates opportunities for landscape designers to learn and share knowledge within the design community in a relaxed and inclusive setting.

LDI is an ASIC-registered Incorporated Company, governed by a voluntary Board of Directors that shape and influence our industry's future. Our brand is recognised as a symbol of quality in the landscape design sector: LDI - 'Designed for Growth'.

Why serve on the LDI Board of Directors

Becoming a Board member offers a unique opportunity to enhance your professional and personal development. It also provides a wonderful opportunity for you to make a meaningful contribution to the Institute and the Landscape Design Industry at large.

During your time on the LDI Board of Directors you will be:

- given an opportunity to make a meaningful contribution to the strategic direction of the Institute
- empowered to oversee and enhance the manner in which LDI is governed
- instrumental in setting the policies and structure of the Institute for the betterment of its members
- exposed to new challenges, gaining new knowledge and skills
- introduced to new people, expanding your networks
- inspired through exposure to a committed, effective team



- driven by the work of others associated with LDI – its members, volunteers, sponsors, and the people who benefit from its services

Upon joining LDI's Board of Directors, you will become an instrumental part an important industry body. You will play a key role in developing LDI's strategic plan, reducing potential risk, ensuring compliance, accountability, and monitoring performance to further the goals of the Institute.

Current Board Composition

LDI's Board is a volunteer board currently comprising seven (7) positions. Under the Constitution the maximum number is ten (10) Board members.

The current Board is made up of the following members:

President – Andrew Munro

Vice President – Colin Dagger

Treasurer – Vacant

Secretary – Vacant

Director – Vanessa Walsh

Director – Kylie Brinfield

Director – Vacant

Acting Councillor – Adrian Swain

The Role of Board Members

Overall, Board members have a duty of loyalty to LDI, its staff and other Board members. While differences of opinion will likely arise, Board members should keep disagreements impersonal. By accepting decisions made on a majority basis, the Board will accomplish unity and confidence in its decisions.

Members of the Board provide leadership, set strategic and policy direction; and oversee the business and affairs of the Institute for the purpose for which the Institute is established. The Board is accountable to the members of the Institute for the overall performance of the Institute.

The basic responsibilities of the Board include, but are not limited to:

- Pursuing LDI's mission and purpose,
- Ensuring effective organisational planning,
- Securing adequate financial resources for LDI to fulfill its mission,
- Assisting in the development of LDI's annual budget and ensuring that proper financial controls are in place,



- Defining prerequisites for potential new Board members, orienting these new members, and periodically evaluating performance,
- Adhering to legal and ethical standards and norms,
- Clearly defining and articulating LDI's mission, accomplishments, and goals to gain support from the community and enhancing the organisation's public image,

Board members should be open to self-evaluation and regularly review their own composition to ensure constituent representation,

Board expertise and commitment

Board members perform their responsibilities through regular meetings and a committee structure that is appropriate for the size of the Board and at the Institute. Board members are responsible for arriving at meetings well-prepared and ready to engage in thoughtful dialogue.

Legal Responsibilities of the Board

The primary duty of any Board member is to act in the best interests of the members of LDI, always.

The Board is ultimately responsible for the performance of the Institute in all areas of its work and should ensure that the Institute remains compliant at all times with state and federal laws. The following checklist of tasks, which nonprofit organisations are legally required to perform, is neither intended nor to be construed as legal advice.

- Report a change of name, address, or amendments to the articles of incorporation to ASIC and pay any necessary fees for changes
- Comply with laws that affect all employers
- Give receipts to donors for contributions over \$250
- Collect sales tax on items sold by the organisation
- Get court approval for distribution of assets
- Record minutes of Board, Committee and Annual Meetings
- Ensure the Institute's financial sustainability

Setting Expectations Early - Individual Board Members' Responsibilities

Should you be successful in gaining a position on the LDI Board you will be expected to:

- Follow the LDI Code of Conduct
- Attend Board and Committee meetings as often as is practicable
- Review agenda and supporting materials prior to Board and/or Committee meetings



- Attend LDI's annual planning days (may include interstate travel)
- Attend functions such as National Landscape Design Awards, MIFGS and other special events from time to time
- Stay informed about the Institute's mission, services, policies, and programs
- Inform others about the Institute
- Suggest possible nominees to the Board who can make significant contributions to the work of the Board and the Institute
- Keep up to date on developments in the Institute's field
- Assist the Board in carrying out its fiduciary responsibilities, such as reviewing the organisation's annual financial statements

Composition and membership of the LDI Board of Directors (also known as LDI National Council)

In line with Constitutional Rule 17, election of Board members will be constituted by the following:

1. The Council is to consist of:
 - a. the office-bearers of the Institute, and
 - b. at minimum of 3 ordinary Council members each of whom is to be elected at the annual general meeting of the Institute under clause 18. (an ordinary Council member shall be a member of the Council that is not an office-bearer),
2. The total number of Council members is to be 10.
3. The office-bearers of the Institute are as follows:
 - a. the president,
 - b. the vice-president,
 - c. the treasurer,
 - d. the secretary.
4. The office-bearers may also be Council members. There is no maximum number of consecutive terms for which a Council member who is also a office-bearer may hold office.
5. Each member of the Council is, subject to this constitution, to hold office until immediately before the election of Council members at the annual general meeting next following the date of the member's election, and is eligible for re-election.
6. The Council may elect the retiring President to the position of Immediate Past President. The role of the Immediate Past President is to ensure a degree of continuity between the out-going Council and the newly-elected Council and to function as a senior adviser to the new Council on matters related to procedures, policies and directions. The Immediate Past President may attend all meetings of



Council during the term of the Council but will not have voting rights. The Immediate Past President may represent the Council on specific tasks approved by Council. The position of Immediate Past President will not apply if the retiring President is elected to the new Council by a vote of the members of the Institute.



Nomination Form for Board Position 2024-25

Thank you for your interest in applying for a Board position with the Landscape Design Institute (Aust).

In keeping with our constitution, nominations for these positions must be made on the attached form and emailed to the National Administrator of the Institute courtney@ldi.org.au

Nomination Time Frame

In line with Constitutional Rule 18, election of Board members will operate as follows:

18. Election of Board members

1. Nominations of candidates for election as office-bearers of the Institute or as ordinary Council members:
 - a. must be made in writing, **signed by 2 members of the Institute** and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination), and
 - b. must be delivered to the secretary of the Institute at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.

For the 2024-25 term the date of the AGM is set as 12 December 2024

2. If insufficient nominations are received to fill all vacancies on the Council, the candidates nominated are taken to be elected and further nominations are to be received at the annual general meeting.
3. If insufficient further nominations are received, any vacant positions remaining on the Council are taken to be casual vacancies.
4. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected.
5. If the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held.
6. The ballot for the election of office-bearers and ordinary Council members of the Council is to be conducted at the annual general meeting in any usual and proper manner that the Council directs.
7. A person nominated as a candidate for election as an office-bearer or as an ordinary Council member of the Institute must be a member of the Institute.

All eligible nominations must be received by 6pm (EDT) Thursday 5 December 2024. The Landscape Design Institute (Aust) Annual General Meeting (AGM) will be held on Thursday 12th December 2024, online via Zoom. Please register your interest in attending the AGM via email to hello@ldi.org.au with the subject title: LDI AGM RSVP.



Board Nominations 2024

Nomination Form for Candidates in the Election of the Eighteenth National Council of the Landscape Design Institute (Aust) Ltd.

We, _____ and _____, being financial members of the Landscape Design Institute (Aust) Ltd, hereby nominate as a candidate in the election of the Eighteenth National Council, the person whose name appears below:

Name: _____

Director ID No. _____

(Full name & Director ID of candidate for election to Council)

We declare that the candidate named above has agreed to this nomination. This nomination is for the position of:

- President Vice-President Treasurer
 Secretary Council Member

Signed: _____

Signed: _____

Date: _____

Date: _____

Candidate Profile

Candidates or their nominators may submit an outline of the candidate's background and/or philosophy for inclusion on the Candidate Profile that will be made available to members entitled to vote.