

Declaration Of a Fit & Proper Person

This person is in a position to influence the management of Headway Gippsland Inc.

This is a declaration to certify that.....(name) holds the position of Member of the Board of Directors of Headway Gippsland Inc. and they hereby guarantee and declare in writing that they:

1. Have not been disqualified from managing corporations.
2. Will make responsible financial decisions.
3. Do not have a criminal record.
4. Have the relevant knowledge and experience to complete their duties diligently.
5. Will act and perform honestly and ethically in all tasks relevant to Headway Gippsland Inc.
6. Will ensure the organisation is solvent at all times (this is for directors and finance senior staff).
7. Will adhere to the guidelines of the Privacy Act (2000) as it relates to the private information of Headway Gippsland clients and consumers.
8. Will provide a Working with Children Check & NDIS Worker Screen Check within 1 month of the date on this declaration.

I,(name) agree and guarantee the truth and validity of the statements I have made on this declaration.

Dated this day of..... in the year 20

Name..... Position

Signature..... Date

Witnessed by the Chair on behalf of the Board of Directors:

Chairperson..... Date

Headway Gippsland Inc. deems.....(name) to satisfy fit and proper person requirements.