

## CALL FOR EXPRESSIONS OF INTEREST (EOIs) FOR MEMBERSHIP TO GOVERNANCE, FINANCE AND AUDIT COMMITTEE 2018

EOIS MUST BE RECEIVED BY NO LATER THAN 5PM (AEDST) 5 November 2018 TO  
[finance@researchmanagement.org.au](mailto:finance@researchmanagement.org.au)

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The **Australasian Research Management Society (ARMS)** is the Australasian association of research management professionals. The Society's membership spans universities, independent research institutions, government and health research organisations from across the Australasian region including Australia, New Zealand and Singapore.

ARMS comprises over 2800 members from universities, medical research institutes, Commonwealth research agencies, State and federal government departments and other research entities. It is structured into a number of Chapters, based around Australian States but also New Zealand and Singapore –and includes Special Interest Groups convened around communities of specific research management issues.

ARMS is now calling for additional membership to the **Governance, Finance and Audit Committee (GFAC)** from passionate research management professionals who are current financial members of ARMS and are able to commit up to 2 days a month for up to 2 years, but no more than two consecutive terms (i.e. 4 year maximum term) toward the operation of this new standing committee.

Please refer to GFAC [Terms of Reference](#).

### 1. Purpose of the Governance, Finance and Audit Committee (GFAC)

The purpose of GFAC is to ensure that there is a robust and effective process for evaluating the performance of the Board and Board Standing Committees, and to ensure the Board fulfils its legal and functional responsibilities. Further, the GFAC supports the Board with maintaining the By-Laws and reviewing or developing other policies as necessary. It shall oversee the rigour and independence of the election processes as well as assist the Board in fulfilling their financial responsibilities by overseeing the development and review of financial reports, assessing systems of internal controls and adequacy of risk management as well as facilitating auditing processes.

### 2. Assessment Criteria

Intending applicants will be required to complete an EOI Template and address the following assessment criteria:

- More than more than five (5) years' experience in the research management profession;
- A track record of demonstrated governance and/or finance expertise; and
- A willingness to commit at least two days per month to the activities of the Committee.

Nominees will be assessed against these skills and experience criteria and if the number of nominees considered suitable exceeds the number of vacancies available then a ballot must be held. Otherwise the suitable nominees will be deemed elected.

### 3. Timeline for the Appointment of the Governance, Finance and Audit Committee.

Timeline	Activity	Person Responsible
15 October 2018	Official call for Membership to the GFAC opens.	Executive Office.
5 November 2018	Call for Membership to GFAC close – nominations emailed to <a href="mailto:finance@researchmanagement.org.au">finance@researchmanagement.org.au</a>	Executive Office (to receive nominations and disseminate to GFAC).
w/e 12 November 2018	Ballot to be called (only applies if the number of nominees considered suitable exceeds the number of vacancies available).	Executive Office.
By 3 December 2018	Final recommendations for membership on the GFAC to be endorsed by the ARMS Board.	ARMS Board.
By 10 December 2018	New members of the Standing Committees advised including formal announcement (communique) to the membership via e-blast.	ARMS Executive Office.

### 4. Application Process

Intending applicants are required to complete an EOI Template. All EOIs must be signed by the applicant's direct supervisor.

### 5. Contact

Please direct any enquiries to Brett Dobson, ARMS GFAC Executive Officer – email [finance@researchmanagement.org.au](mailto:finance@researchmanagement.org.au) or telephone +61 8 8201 2610

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