



Nomination Guide for Board Members 2018

NOMINATIONS CLOSE – 5.00 PM AEST, 30 July 2018.

There are eight (8) members of the ARMS Board: four Office-Bearer roles (President, President Elect, Treasurer and Secretary) and four Board Members.

Nominations are now called for the following ARMS Board positions; the terms of the current incumbents expire at the September 2018 AGM:

- **President-Elect**
- **Secretary** – Please note pursuant to clause 72 2a&b of the Associations Incorporations Reform Act (Vic) 2012, the successful candidate must at least be 18 years of age and is resident in Australia.
- **One (1) Board Member**

Description of Roles and Term of Office

President-Elect (3 year term, 1 year as President elect, 2 years as President)

Attributes

The successful candidate will be required to collaborate with the President to learn about the role in preparation for her/his presidency in the following year. During this term, the President-Elect becomes familiar with the governance structure of the Society and supports the President in delivering the ARMS Strategic Plan. The President-Elect shall have responsibility for:

- Attending scheduled Executive meetings;
- Assisting the President in carrying out its legal obligations under the Associations Incorporations Reform Act (Vic) 2012 and the Corporations Act 2001;
- Upon delegation by the President, acts as a spokesperson for the Society; and
- Board representative on the ARMS Accreditation Council.

In deciding to nominate, the candidate:

- Must be passionate about the profession of Research Management and Administration and be prepared to act as an ambassador for the Society;
- Must be prepared to commit a minimum of **one day per week** in a voluntary capacity;
- Must also be prepared to participate in quarterly face-to-face meetings annually (typically December, March, June and September) as well as attend regular teleconferences held intermittently throughout the year including the ARMS Accreditation Council meeting as the President's delegate.

- **Selection Criteria**

To be successful in this role, the candidate must:

- Demonstrate highly developed leadership, policy development, communication and interpersonal skills;

- Experience in managing people and achieving change;
- Must have a broad understanding of compliance as well as an general understanding of the legal duties and responsibilities of an Board member;
- Demonstrated experience in managing areas of major risk in similar organisations/sectors/industries.
- Display high level stakeholder management skills; and
- Ability to provide advice to the ARMS Board on a wide range of national and international matters pertaining to the profession of research management and administration.

Secretary (2 year term) - Please note pursuant to clause 72 2a&b of the Associations Incorporations Reform Act (Vic) 2012, the successful candidate must at least be 18 years of age and is resident in Australia.

Attributes

The Secretary performs a critical role in fostering communication and diligence through proper management and utilisation of important records such as minutes of the meeting of the ARMS Board and the Society's Constitution and ByLaws.

Pursuant to clause 72 2a&b of the Associations Incorporations Reform Act (Vic) 2012, the successful candidate **must at least be 18 years of age and is resident in Australia**. The Secretary has wide-ranging responsibilities, requiring more than simply being present at all Executive meetings. These include:

In deciding to nominate, the candidate must:

- Be passionate about the profession of Research Management and Administration and be prepared to be an ambassador for the Society;
- Be prepared to commit on average, a **minimum two (2) days per month** in a voluntary capacity;
- Be prepared to participate in quarterly face-to-face meetings annually (typically December, March, June and September) as well as attend regular teleconferences held intermittently throughout the year;
- Be prepared to participate in regular meeting of the Governance, Audit and Finance Committee (GFAC) on a regular basis.

Selection Criteria:

To be successful in the role, the candidate will need to:

- Have relevant experience in similar governance type role(s);
- Have strong written and communication skills;
- Have strong organisational and time management skills.
- Have a broad understanding of compliance as well as an general understanding of the legal duties and responsibilities of a Board member;
- Ability to provide advice to the ARMS Board on a wide range of national and international matters pertaining to the profession of research management and administration;
- Be willing to obtain a relevant policy clearance check before commencing in the role.

Board Member (1 position available this election round, 2 year term).

Attributes

The successful candidate is responsible for:

- Actively participating in ARMS Board activities and business;
- Ensuring that the Society's mission and goals under the ARMS Strategic Plan are being achieved;
- Acting as a Board Liaison of a Society Standing Committee(s), as approved by the President; and
- Assisting the ARMS Board to carry out its legal obligations.

Selection Criteria

To be successful in the role, the candidate will need to demonstrate:

- Strong written and oral communication skills;
- A broad understanding of compliance issues and generally familiar with the legal duties and responsibilities of a Board member; and
- The knowledge and experience needed to provide advice on a wide range of national and international matters pertaining to the profession of research management and administration.
- Must be experienced in and passionate about the profession of research management and administration and prepared to be an ambassador for the Society;
- Ready to commit on average, a minimum of **two days per month** in a voluntary capacity;
- Able to participate in relevant Standing Committee meetings; and
- Able to participate in quarterly face-to-face Board meetings (typically December, March, June, September) as well as attend regular teleconferences throughout the year.

NOTE: Candidates for each of the above roles are advised to address the required attributes in their biography. The biography will demonstrate:

- (a) that the applicant possesses the attributes required for the role and,
- (b) how the applicant's qualification(s) and/or experience will enable them to fulfil the responsibilities of the role for which they are nominating.

Nominations

- Only financial members of the Society are eligible for election as Office-Bearers or Board Members. Existing and past officers may seek re-election;
- Individuals may self-nominate or be nominated by another person;
- A valid nomination consists of:
 - A nomination form that has the signatures of the proposer, seconder, and nominee. The proposer and seconder must also be financial members of the Society;
 - A biography demonstrating (a) that the applicant possesses the attributes required for the role and, (b) how the applicant's qualification(s) and/or experience will enable them to fulfil the responsibilities of the role for which they are nominating.
- Further information about the roles and responsibilities of ARMS Board Members can be obtained from the ARMS COO or refer to descriptors above;
- Nominations must be received by the deadline published on the ARMS website and in the e-newsletter, Up In ARMS;
- The ARMS Governance, Finance and Audit Committee (GFAC) will follow the "GFAC operating principles and processes for assessing nominations for board positions". In brief, GFAC will assess all nominations including nominations from Board members that are seeking re-election to ensure that each candidate possesses the attributes to fulfil the requirements of the role for which they are nominating. Please refer to the document to refer to the complete principles and processes;
- All nominees must observe the Society's [Code of Conduct](#) before submitting a nomination. If a nominee is successful, she/he will be required to operate within the Society's Code of Conduct.
- If the number of suitable nominations received equals the number of vacancies to be filled, the persons nominated shall be deemed elected;
- If insufficient nominations are received to fill all vacancies, further nominations may be called for;
- If the number of nominations exceeds the number of vacancies to be filled, a ballot will be held;
- The results of the ballot will be ratified at the AGM of the Society in September 2018; and
- If a ballot is not necessary, the individual will be notified and the results published in the Society's e-newsletter and website.

Expense Reimbursement for members of the ARMS Executive Committee

An ARMS Board Member is an unpaid voluntary role.

The Society will reimburse Board Members for reasonable out-of-pocket expenses to attend approved ARMS Board meetings. All catering, including an evening dinner and accommodation, are arranged by the ARMS Executive Office and are therefore covered directly by the Society.

Board Members are required to make their own flight arrangements (where required) and to seek reimbursement from the ARMS Executive Office. Where possible, Board Members are encouraged to book flights in advance; to take advantage of any discounts; and to share transport costs to and from the airport to the meeting destination with other members.

The September Board meeting is typically aligned with the annual conference. Board Members attending the conference supported by their employing organisations will only be reimbursed for any additional accommodation required to attend the Board meeting as well as lunch and an evening meal. It is expected that all other costs relating to the conference attendance (conference registration, additional accommodation, meals, taxis, and airfares) will be met by the member or her/his employing organisation.

For those ARMS Board Members **not attending** the annual conference, the Society may cover the cost of a return economy airfare, up to two nights' accommodation, transfers, lunch, and an evening meal to attend the Board meeting.

Election Cycle Key Dates

Timeline	Activity	Comments
29 Jun	Call for Nominations	Call to be published on the ARMS website and in the ARMS e-newsletter. Separate email to be distributed to all members for the initial announcement and a day before nominations close.
30 Jul	Closing Date for Nominations Nominations shall be received in writing by the Secretary of the Society at least thirty five days prior to the AGM.	If insufficient nominations are received to fill all vacancies, further nominations may be received at the AGM.
10 Aug	ARMS Governance, Finance and Audit Committee shall complete assessing all nominations received, in line with the Governance, Finance and Audit Committee Operating Principles and Processes for Assessing Nominations for Board Positions.	Refer to the "Governance, Finance and Audit Committee Operating Principles and Processes for Assessing Nominations for Board Positions".
24 Aug	If Ballot not Required Nominations shall be reported to the membership in writing at least 30 days prior to the start of the AGM.	If the number of nominations received equals the number of vacancies to be filled, the persons nominated shall be deemed elected.
Procedures and Key Dates in the Event of a Ballot		
24 Aug	The Returning Officer shall cause ballots to be made available to all members eligible to vote at least thirty (30) days prior to the start of the AGM using the following procedures: a. The ballot shall list the names of all the nominees, and be accompanied by voting instructions.	Formal announcement of ballot to be made to all voting members. Online voting system. Only voting members are invited to vote.

	<p>b. All ballots, in order to be valid, must be received by the Returning Officer on or before the tenth (10th) day prior to the date of the AGM.</p> <p>c. The Returning Officer shall be responsible for counting the ballots and reporting the election results to the Board.</p>	
6 Sept	<p>Closing date for Ballots All ballots, in order to be valid, must be received by the Returning Officer on or before the tenth (10th) day prior to the date of the AGM.</p>	
13 Sept	The President of the Society shall notify all candidates of the results of the election at least five (5) days prior to the AGM.	
20 Sept	Annual General Meeting	The members of the Society shall be notified officially of the election results at the AGM.
27 Oct	All ballots shall be available for audit by any Society member for at least thirty (30) days following the close of the AGM, after which time they may be destroyed.	
<p>Note: (i) In the case of tie votes, the selection shall be made by secret ballot of the Board. (ii) If a voting member nominates for both an Office-Bearer and Board Member position and is successful in polling for both positions, he/she will take up the Office-Bearer position and the candidate with the next highest number of votes will be elected as a committee member.</p>		

Interested?

If you are interested in any of these roles and would like to find out more before completing your nomination form, please contact Maria Zollo, ARMS Chief Operating Officer, email arms_coo@researchmanagement.org.au or Maria.Zollo@flinders.edu.au or telephone +61 8 82012525 or +61 (0) 402 418 973.

NOMINATIONS CLOSE 5.00 PM AEST, 30 July 2018

Version Control

Version	Date	Edited by
1	19/4/17	Marina Delpin
2	2/5/17	All GFAC members
3	17/5/17	Marina Delpin – incorporating GFAC members’ feedback and comments
4	10/5/2018	Maria Zollo and Marina Delpin