



SUPPLEMENTARY NOTES FOR THE 2015 ELECTION PROCESS

1. Only members of the Society are eligible for election as Officers (refer to Section 7.1 of the [ARMS Constitution](#)). Existing and past officers may also seek re-election.
2. Individuals may self-nominate or be nominated by another person.
3. A valid nomination consists of the signatures of the proposer, seconder and nominee. The proposer and seconder must also be members of the Society.
4. Further information about the roles and responsibilities of ARMS Office Bearers and Committee Members can be obtained from the [ARMS Chief Operating Officer](#) or refer to descriptors below.
5. Nominations must be received by the deadline published on the ARMS website and in the e-newsletter, Up In ARMS.
6. If the number of nominations received equals the number of vacancies to be filled, the persons nominated shall be deemed elected.
7. If insufficient nominations are received to fill all vacancies, further nominations may be received at the Annual General Meeting of the Society in October.
8. If the number of nominations exceeds the number of vacancies to be filled, a ballot will be held.
9. The results of the ballot will be ratified at the Annual General Meeting of the Society in October.
10. If a ballot is not necessary, the individual will be notified and the results published in the Society's e-newsletter and website.

AMENDMENTS TO ARMS CONSTITUTION REGARDING THE PRESIDENTIAL ROLES

At the ARMS AGM held on 18 September 2014, the following amendments to the Presidential roles were approved:

- ❖ The term of the **President** was extended to two years and the role of **Immediate Past President** was phased out. Accordingly, a **President-Elect** will be elected the year before becoming **President**, then take a two year Presidential term but have no term as **Immediate Past President**; and
- ❖ In those years where there is no President-Elect, a Deputy President be appointed by the Executive from the non-office-bearing members of the Executive. The role of Deputy President is to stand in for the President when he or she is absent. Clause 7.2(e) of the amended constitution outlines the transition from the current arrangements.

It was agreed that the above amendments would take effect for future President-Elect appointments, i.e. from 2014/2015 and beyond.

VACANT POSITIONS AND RESPONSIBILITIES FOR 2015/2016 ELECTION ROUND

There are 4 vacant positions available for this election round as described below. Before deciding to nominate for a vacant role, please consider the following information:

Committee Member (3 positions) – This role is responsible for ensuring that the Society’s mission and goals under the [2020 Strategic Plan](#) are being achieved; acting as Convenors, either lead or deputy, for the Society’s Standing Committees as approved by the President; attending and participating in all scheduled face-to-face and teleconference meetings of the ARMS Executive; and assisting the ARMS Executive in carrying out its legal obligations. The committee member is appointed for a **two year term** and will not need to seek re-election for the second year of her/his appointment.

Treasurer (1 position) - The Treasurer shall have the responsibility for:

- Maintaining accurate and current records and an audit trail of all accounts maintained by the Society;
- Financial accountability including planning and budgeting in accordance with the ARMS [2020 Strategic Plan](#);
- Advising the Executive on financial strategy including preparation of financial reports, both current and forecasts;
- Attending and participating in all scheduled ARMS Executive meetings;
- Being informed about the Society’s mission, governance structure, and programs;
- Preparation of the Society’s Annual Statement and its Annual Financial Statement for endorsement by our membership at the annual AGM; and
- Assisting the Executive in carrying out its legal obligations.

The Treasurer is appointed for a **two year term** and will not need to seek re-election for the second year of her/his appointment.

FREQUENCY OF MEETINGS AND COMMITMENTS OF COMMITTEE MEMBERS AND OFFICE BEARERS (otherwise referred to as Members of the ARMS Executive)

A member of the Executive will be required to attend up to four face-to-face meetings annually (typically December, March, June and September). Regular teleconferences are also held intermittently throughout the year.

Committee Member

In addition to attending regular meeting of the Executive, a Committee Member is also required to Co-Convene a [Standing Committee of the Society](#). The responsibility of this role involves chairing all meetings of the Standing Committee (between 5-10 x 1 hour meetings per annum), submission of quarterly update reports and any other submission to the ARMS Executive as well as follow up on any key tasks assigned by the President. This role combined with participation in regular ARMS Executive meetings will average to approximately two days per month.

Treasurer

In addition to attending regular meeting of the Executive, a Treasurer is required to undertake the duties described above. This role will involve a commitment of approximately four days per month on average.

All newly appointed Office Bearers or Committee Members are provided with a formal welcome and an induction by the President.

EXPENSE REIMBURSEMENT FOR OFFICE BEARERS AND COMMITTEE MEMBERS

An ARMS Executive member is an unpaid voluntary role.

The Society shall reimburse ARMS Executive members for reasonable out-of-pocket expenses for attending quarterly ARMS Executive meetings. The catering (including an evening dinner) and

accommodation costs are typically covered directly by the Society. Catering and accommodation are coordinated by the ARMS Executive Office.

To ensure that the ARMS Executive keeps within its expense budget allocation, Executive 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 Executive members whenever possible. All claims for reimbursement must be submitted to the Executive Office using the approved reimbursement expense claim form.

An ARMS Executive meeting is typically aligned with the annual conference. The Society shall **only cover** the cost of an extra night's accommodation required to attend the meeting for those Executive Members planning **to attend the conference**. The Society will also cover the cost of an evening meal for the ARMS Executive and catering for the meeting as well as any transfer costs to the meeting location. 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 Executive Members **not attending the conference**, the Society will only cover the cost of a return economy airfare, one night's accommodation, transfers to the airport and meeting venue. The Society will also cover the cost of an evening meal for the ARMS Executive and catering for the meeting.

ARMS Executive Members must seek pre-approval for any travel outside of the scheduled quarterly meeting using a Travel Pre-Approval form submitted to the ARMS Treasurer. Expense reimbursements can be claimed by completing a reimbursement claim form submitted to the ARMS Executive Office.

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_ceo@researchmanagement.org.au or Maria.Zollo@flinders.edu.au or telephone +61 8 82012525 or +61 (0) 402 418 973.

If you have any questions about the submission of your nomination, please contact the ARMS Election Returning Officer, Megan Ogier, email arms@researchmanagement.org.au or telephone (02) 9431 8680

CLOSING DATE FOR NOMINATIONS – 5.00 PM AEST, 13 AUGUST 2015.