



## Nomination Guide for Board Members 2017

**NOMINATIONS CLOSE – 5.00 PM AEST, 31 July 2017.**

There are eight 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 2017 AGM:

- **Treasurer**
- **3 x Board Members**

### Description of Roles and Term of Office

#### Treasurer

*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.*

The Treasurer has 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 current ARMS Strategic Plan;
- Advising the Board on financial strategy including preparation of financial reports, both current and forecasts, and management of investments;
- Attending and participating in all scheduled ARMS Board meetings and as an ex-officio member of the Governance, Finance and Audit Committee (GFAC);
- Regular liaison with the Finance Officer and coordination of transactional operations;
- Being informed about the Society's mission, governance structure, and programs;
- Preparation of the Society's Annual Financial Statement for endorsement by our membership at the AGM; and
- Assisting the Board in carrying out its legal obligations.

#### **Attributes**

In deciding to nominate, the candidate must be:

- Experienced in and passionate about the profession of research management and administration;
  - Prepared to commit a minimum of four days per month in a voluntary capacity;
  - Able to participate in regular GFAC meetings, as required (either face-to-face or teleconferences);
- and

- Able to participate in quarterly Board face-to-face meetings (typically December, March, June, and September) as well as attend regular teleconferences held throughout the year.

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

- Demonstrate finance experience / experience in a finance role, or is prepared to acquire the skills necessary;
- 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.

*Candidates nominating for the role of Treasurer should address these required attributes in the biography they put forward to the membership. The biography will demonstrate: (a) that the applicant possesses the attributes required for the role; (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.*

### **Board Member (3 positions available this election round)**

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

The successful candidate is responsible for:

- Actively participating in ARMS Board activities and business;
- Ensuring that the Society's mission and goals under the [2016-2018 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.

In deciding to nominate, the successful candidate:

- 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.

### **Attributes**

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.

*Candidates nominating for the role of Board Member should address these required attributes in the biography they put forward to the membership. 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 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;
- 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 2017; 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
30 June	<b>Call for Nominations</b>	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.
31 July	<b>Closing Date for Nominations</b> 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.
11 August	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".
25 August	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.
<b>Procedures and Key Dates in the Event of a Ballot</b>		
25 August	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: <ul style="list-style-type: none"> <li>a. The ballot shall list the names of all the nominees, and be accompanied by voting instructions.</li> <li>b. All ballots, in order to be valid, must be received by the Returning Officer on or before the tenth (10<sup>th</sup>) day prior to the date of the AGM.</li> <li>c. The Returning Officer shall be responsible for counting the ballots and reporting the election results to the Board.</li> </ul>	Formal announcement of ballot to be made to all voting members.  Online voting system.  Only voting members are invited to vote.
13 September	Closing date for Ballots All ballots, in order to be valid, must be received by the Returning Officer on or before the tenth (10 <sup>th</sup> ) day prior to the date of the AGM.	
20 September	The President of the Society shall notify all candidates of the results of the election at least five (5) days prior to the AGM.	
27 September	Annual General Meeting	The members of the Society shall be notified officially of the election results at the AGM.
27 October	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.	

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.

### 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](mailto:arms_coo@researchmanagement.org.au) or [Maria.Zollo@flinders.edu.au](mailto:Maria.Zollo@flinders.edu.au) or telephone +61 8 82012525 or +61 (0) 402 418 973.

**NOMINATIONS CLOSE 5.00 PM AEST, 31 JULY 2017**

#### 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