



## Nomination Guide for Board Members 2024

**NOMINATIONS CLOSE – 5PM AEST, FRIDAY, 26 July 2024**

The Board of Directors of ARMS is made up of **NINE (9) volunteer ARMS members**: Four (4) Office-Bearer roles (President, President Elect, Treasurer and Secretary) and five (5) Officers of the Society (also known as General Members).

Nominations are now being called for the following positions:

- **President-Elect (1 position only)**
- **General Member (2 positions only)**
- **Secretary (1 position only) - 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.

**The successful candidates will be announced at the Annual General Meeting to be held online on Wednesday the 18<sup>th</sup> of September 2024.**

### DESCRIPTION OF ROLES AND TERM OF OFFICE FOR VACANT ROLES

**PRESIDENT-ELECT (This is a 3-year commitment with one (1) year devoted to the role of President-Elect before taking up the Presidential role for a two (2) year term).**

#### Attributes

The successful candidate will be required to collaborate with the President to learn about the role in preparation for their 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 ARMS' Strategic Plan.

The President-Elect shall have responsibility for:

- Attending scheduled Board 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 a strong advocate for the profession and be prepared to act as an ambassador for the Society.

- Must be prepared to commit a minimum of **2 days per month** in a voluntary capacity.
- Be prepared to commit and receive support from your organisation to attend regular meetings of the ARMS Board – two in-person meetings annual (full day meetings) and up to 3-4 online meetings (partial days). Meetings are typically scheduled November (online induction meeting for the newly appointed Board), February (in-person/full day), March (online/partial day), September (in-person/full day).
- The President-Elect may also be required to attend quarterly meetings of the Accreditation Council as the President’s delegate.
- Must be willing to obtain a relevant policy clearance check before commencing in the role.

### 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 a general understanding of the legal duties and responsibilities of a 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.

### GENERAL MEMBER (2-year term) – 2 POSITIONS ONLY.

The General Member is appointed for a two-year term and will not need to seek re-election for the second year of their appointment.

General Member plays a critical role in advancing the work of the Society.

The successful candidate shall be responsible for:

- Actively participating in ARMS Board activities and business.
- Ensuring that the Society’s mission and goals under the Society’s Strategic Plan are being achieved. Please note that the Strategic Plan will be undergoing a review by the Board of Directors in 2024.
- Acting as a Board Liaison of a Society Standing Committee(s), as approved by the President; and
- Assisting the ARMS Board in carrying out its legal obligations.

### Attributes

In deciding to nominate, the candidate must:

- Be a strong advocate for the profession and be prepared to act as an ambassador for the Society.
- Be prepared to commit and receive the support from your organisation to volunteer **a minimum one (1) day per month** in a voluntary capacity.
- Be prepared to commit and receive support from your organisation to attend regular meetings of the ARMS Board – two in-person meetings annual (full day meetings) and up to 3-4 online meetings (partial days). Meetings are typically scheduled November (online induction meeting for the newly appointed Board), February (in-person/full day), March (online/partial day), September (in-person/full day).
- Be prepared to commit time and receive support from your organisation to attend meetings of an ARMS Standing Committee on a regular basis (these are typically 2-hour meetings conducted up to 4 times per annum); and
- Be willing to obtain a relevant police clearance check before commencing in the role.

### SELECTION CRITERIA:

To be successful in the role, the candidate must demonstrate:

- Strong written and oral communication skills; including the ability to communicate and interpret complex financial information.
- The ability to contribute to the financial strategy of the Society. The candidate must also have a broad understanding of compliance issues and generally familiar with the legal duties and responsibilities of a Board member.
- The knowledge and experience needed to provide advice on a wide range of national and international matters pertaining to the profession of research management, finance, and administration.
- Must be willing to obtain a relevant policy clearance check before commencing in the role.

**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.

The Secretary has wide-ranging responsibilities, requiring more than simply being present at all Board 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 one (1) day per month** in a voluntary capacity.
- Be prepared to commit and receive support from your organisation to attend regular meetings of the ARMS Board – two in-person meetings annual (full day meetings) and up to 3-4 online meetings (partial days). Meetings are typically scheduled November (online induction meeting for the newly appointed Board), February (in-person/full day), March (online/partial day), September (in-person/full day).
- Be prepared to participate in regular meeting of the Governance, Audit and Finance Committee (GFAC).

### 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 a 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.

**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:

- In accordance with clause 9 of the [ARMS Constitution](#), Only members of the Society as set out in clause 3 are eligible for election as officers and office bearers.
- Individuals may self-nominate or be nominated by another person.
- A valid nomination consists of:
  - A completed nomination template 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.
- Nominations must be received by the published deadline.
- 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 who are seeking re-election to ensure that each candidate possesses the attributes to fulfil the requirements of the role for which they are nominating.
- All nominees must observe the [ARMS Member’s Code of Conduct](#) before submitting a nomination. If a nominee is successful, they 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 by the ARMS Board.
- 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 Society’s Annual General Meeting (AGM) (please see Election Cycle Dates below); and
- If a ballot is not necessary, the individual will be notified, and the results published in the Society’s e-newsletter and the ARMS website.

An ARMS Board Member **is an unpaid voluntary role**. Elected Board members will be required to attend two, full day, in-person meetings as well as up to 4 online, partial day meetings annually. In addition members will be required to participate in a range of [Standing Committees](#) in the role of Board Liaison. Expense reimbursements for attending an in-person meeting are in accordance with the [ARMS By-Laws](#).

## ELECTION CYCLE KEY DATES 2024:

Timeline	Activity	Comments
Friday, 28 June 2024	<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.
Friday, 26 July 2024	<b>Closing Date for Nominations</b> Nominations shall be received at least thirty-five days prior to the AGM. Nominations to be sent to <a href="mailto:ARMSAdmin@researchmanagement.org.au">ARMSAdmin@researchmanagement.org.au</a>	If insufficient nominations are received to fill all vacancies, further nominations may be received at the AGM.
29 July – 2 August 2024	ARMS Governance, Finance and Audit Committee shall complete assessing all nominations received, in line with the	Refer to the “Governance, Finance and Audit Committee Operating Principles

	Governance, Finance and Audit Committee Operating Principles and Processes for Assessing Nominations for Board Positions.  Candidates will be advised of the status of their nominations by the ARMS Executive Office.	and Processes for Assessing Nominations for Board Positions”.
	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>		
Wednesday, 7 August 2024	The Returning Officer shall cause ballots to be made available to <b>all voting members only</b> 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.  b. All ballots, 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.  c. The Returning Officer shall be responsible for reporting the election results to the ARMS Board.	Formal announcement of ballot to be made to <b>all voting members only</b> .  Voting shall occur via an online voting system.  <b>NOTE: Only voting members are invited to vote.</b>
Wednesday, 4 September 2024	<b>Closing date for Ballots</b> All ballots, 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.	
Wednesday, 11 September 2024	The President of the Society (or delegate) shall notify all candidates of the results of the election at least five (5) days prior to the AGM.	
Wednesday, 18 September 2024	Online Annual General Meeting	All members of the Society shall be notified officially of the election results at the AGM. Details of this meeting will be disseminated by the ARMS Executive Office.
Friday, 18 October 2024	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, they 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 in becoming a member of the Board?**

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 [ARMSCOO@researchmanagement.org.au](mailto:ARMSCOO@researchmanagement.org.au) or telephone +61 8 82012525 or +61 (0) 402 418 973.

**NOMINATIONS CLOSE Friday, 26 July 2024 – Please email your nominations to:**  
[ARMSAdmin@researchmanagement.org.au](mailto:ARMSAdmin@researchmanagement.org.au)