|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |

**ACS OFFICE BEARER NOMINATION FORM**

**NOMINATION**

I wish to nominate for the position(s) of:

🔾 **Vice President (Academic (Technical) Boards**)

🔾 **Vice President (Community Boards**)

🔾 **National Treasurer**

for a two year period commencing 01 January 2017.

[Tick appropriate box(es); you may apply for more than 1 position but a Vice President position requires Board endorsement, see Note 1].

Note 1. If you are applying for a VP position the ACS National Secretariat will seek Board Endorsements from the relevant Boards on your behalf (endorsement from a majority of the relevant Boards is required for the Nomination to be valid); you will be notified of the outcome. All correspondence relating to Board Endorsements will remain confidential.]

Name: Membership Grade:

Membership Number: Branch:

Signature: Date:

**ELECTION**

The election will be held at Congress at its meeting in Sydney on 02 December 2016. Applicants will be expected to make a short presentation to Congress, either in person or by teleconference, in support of their candidacy.

## HOW TO NOMINATE

Please e-mail the completed form to [sam.burrell@acs.org.au](mailto:sam.burrell@acs.org.au), along with a passport-sized photo of yourself for use in the election anda statement of your goals and your qualifications (suitability) for the position. **Applications close at 5.00pm AEDT on Wednesday 23 November 2016.**

S M Burrell

Head of Government & Risk

01 November 2016

**ADDITIONAL INFORMATION**

These positions are National Office Bearer positions and hence holders of these positions are members of Management Committee and of Congress.

## Required Characteristics

* A strong and sincere conviction of the ACS and its Objects, vision, mission and values
* Able to devote considerable time to the role
* Demonstrated leadership qualities
* Strategic expertise
* Ability to understand the whole ICT eco-system at a sophisticated level
* Financially literate (able to interpret P & Ls and Balance Sheets)
* Well-developed interpersonal/behavioural skills
* Comfortable with a collegiate approach to decision making
* Experienced in policy formulation
* Meet ACNC governance standard 4 (not disqualified from being a ‘responsible person’).

## Desirable Characteristics

* Experience as a NFP Board Director or willingness to undergo appropriate AICD training
* Experienced in change management

**Criteria for Selection**

* May only elect members of the Professional Division (Fellows, Senior Members and Members); and
* May not elect any member of the Overseas Group;
* For the position of **Vice-President,** must not elect or appoint a member unless the member has been endorsed by a majority of the Boards that the Vice-President whose position is in question represents, or, if there is no member endorsed by such a majority of Boards, then unless the member has been endorsed by Management Committee; and
* Must have completed the ACS on-line induction program prior to the election to be eligible to contest the position. Nominees who have not completed the program will be sent the relevant link to enable them to comply with this requirement.

**STATEMENT OF GOALS**

[ short overview (1-A4 page)] - as a guide you should consider covering the following in your statement:

* How you would add value to the Society and its mission should you be successful.
* **How much time you can give to the role (what professional or personal constraints on your time or service might you anticipate).**
* What motivates you as someone who provides service to the ACS on a volunteer basis
* Your qualifications and experience as a strategic thinker.
* The specialist skill set you bring which will be of benefit to the MC.
* Your willingness to accept legal and fiduciary responsibilities for the Society as a member of Management Committee.
* Provide examples of being a team player.
* Your experience in working with committees.

A brief overview of the roles of Management Committee, Vice President and Treasurer follows.

# The Management Committee Roles and Responsibilities Guideline

The Associations Incorporation Act, ACS Rules and National Regulations determine the role of the Management Committee. This guideline lays out the expectation of ACS members who are elected to the Management Committee and identifies the necessary skills and qualities of those elected to positions on the Management Committee.

ACS has a mixed environment due to its history of federation of autonomous branches and which are indicated in the ACS Rules and Regulations. This complicates but at the same time is capable of enhancing the organisation’s effectiveness and its administration. Authority vests in the Management Committee legally from the Act but within the ACS Rules, ACS Congress has the role and responsibility of electing and dismissing members of the Management Committee. Therefore the Management Committee is responsible under the Act for the good governance and administration of ACS to the ACS Congress.

## Clarifying committee/staff roles

The relationship between Management Committee and staff can be a difficult one if the boundaries and roles are not clarified.

It is essential that the Management Committee and the senior staff members understand their role and boundaries, and demonstrate respect for each other's position and powers.

## Clarifying roles and boundaries

To ensure good relations between staff and the Management Committee, it is important to clarify the division of responsibilities. The table below[[1]](#footnote-1) illustrates how areas can be split between the Management Committee's role of carrying ultimate responsibility, and the staff's role of delivering within set targets/boundaries. However, note that even this is not a clear template - the division of roles must be determined by each organisation. What is key is to ensure that the Management Committee's role in being ultimately accountable for the organisation and the direction of its activities is not diluted.

|  |  |  |
| --- | --- | --- |
|  | **The role of the management committee is to...** | **The role of staff and/or volunteers is to...** |
| **Overall** | ...lead, direct and ensure | ...manage, implement and deliver |
| **Vision and leadership** | ...develop/approve long-term strategic plans and monitors progress in implementing the strategic plan | ...carry out agreed work plan, which helps achieve organisation's long-term plans |
| **Accountability and legal liability** | ...monitor the activities of the organisation and ensure that activities support the organisation's overall purpose/aims | ...prepare/present reports on activities to the Management Committee |
| **Legal, regulatory and compliance** | ...ensure compliance with all relevant legal and regulatory requirements | ...follow organisational policy/procedures as set out by the Management Committee and report to Committee |
| **Financial management** | ...ensure adequate financial resources are sought/secured  ...ensure money and property is properly managed prepare funding applications as agreed with Management Committee | ...follow organisation's financial procedures, keep books up-to-date, prepare reports, etc as agreed with Management Committee |
| **Managing staff and volunteers** | ...ensure appropriate organisational policies and procedures are in place | ...put organisational policies and procedures into practice |

### **Summary**

The Management Committee must set out what it sees as the responsibilities of staff or volunteers and the limits of delegated decision-making authority. Always keep in mind the essential distinction:

* the role of the Management Committee, in broad terms, is to lead, direct and ensure the organisation operates effectively; and
* the role of the staff is to manage, implement and carry out work that helps the organisation achieve its mission/overall purpose.

## ROLE OF ACS VICE PRESIDENT

The role of an ACS Vice President is to :

* Assist the President in the performance of his/her official duties and to stand in for the President whenever the President is unavailable.
* Chair General Meetings and meetings of the Management Committee in the absence of the President.
* Drive the strategic direction of the Boards which are under their purview, aligned to the overall strategy of the ACS
* Act as the liaison between relevant Boards and the Management Committee and provide advice to the Management Committee on matters relating to the activities of those Boards.
* Provide updates on the activities of those Boards
* Undertake specific tasks as agreed with the President.

The newly formed Technical Advisory Board reports through the VP (Academic (Technical) Boards).

The newly formed Membership Advisory Board reports through the VP (Community Boards).

**ROLE OF NATIONAL TREASURER [[2]](#footnote-2)**

The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the Management Committee to safeguard the organisation's finances.

It is important to note that although the Treasurer **ensures** that these responsibilities are met, much of the work **may be** **delegated** to a finance sub-committee and/or to paid staff or volunteers.

In summary, the Treasurer is responsible for:

* General financial oversight
* Funding, fundraising and sales
* Financial planning and budgeting
* Financial reporting
* Banking, book keeping and record keeping
* Control of fixed assets and stock

Given these responsibilities, the Treasurer typically acts as an information and reference point for the Chairperson and other committee members: clarifying financial implications of proposals; confirming legal requirements; outlining the current financial status; and retrieving relevant documentation.

The National Treasurer provides financial guidance to the Society. The position is accountable to Management Committee for all matters relating to the business and financial management of the Society, including financial policies, the reporting of financial performance and budgeting. It is the Treasurer's responsibility to prepare the annual budget for the approval of Management Committee and reports to Management Committee at each meeting on the financial situation of the Society.

In all of these areas the Treasurer is responsible for ensuring that effective financial systems and procedures have been established, are being consistently followed and are in line with best practice and legal requirements and in accordance with the ACS Rules and Regulations.

The National Treasurer will generally be involved in most activities of the Society where financial matters are of importance and will work closely with the CEO, the CFO and the Branch Treasurers.

The Treasurer chairs the Treasurer’s Reference Group (TRG) made up of all Branch Honorary Treasurers, is a member of the ACS Remuneration and Rewards Committee, is an ex-officio member of the National Audit and Risk Committee, is a member of the Project Approval Sub-committee (PASC) and the Business Case Review Committee (BCRC).

1. The table is based on one from <http://www.diycommitteeguide.org/article/clarifying-committeestaff-roles> [↑](#footnote-ref-1)
2. Based on the contents of http://www.diycommitteeguide.org/article/what-role-treasurer [↑](#footnote-ref-2)