# ACS NATIONAL CONGRESSIONAL REPRESENTATIVE NOMINATION FORM

## NOMINATION

I wish to nominate for the position of National Congressional Representative for a two year period commencing 01 January 2018.

Name: Membership Grade:………………………

Membership Number: Branch:…………………………………….

Signature: Date:……..…………………………………

**ROLE**

The National Congressional Representatives, together with the CEO and the Office Bearers of the Society (the President, Immediate Past President, Vice Presidents (3) and the National Treasurer) form the ACS Management Committee. Management Committee controls and manages the Society and is the committee of the Society under the Associations Incorporation Act.

**The role of Management Committee is to:**

* lead, direct and ensure the organisation operates effectively
* develop/approve long-term strategic plans and monitors progress in implementing the strategic plan
* monitor the activities of the organisation and ensure that activities support the organisation's overall purpose/aims
* ensure compliance with all relevant legal and regulatory requirements
* ensure adequate financial resources are sought/secured
* ensure money and property is properly managed prepare funding applications as agreed with Management Committee
* ensure appropriate organisational policies and procedures are in place

As members of Management Committee you will need to acknowledge on an annual basis that you have read and understood the contents of ACS Corporate Behaviour document.

There is an expectation that National Congressional Representatives keep the leaders of those Branches not represented on Management Committee apprised of decisions of Management Committee.

## CRITERIA FOR SELECTION

Congress must elect four (4) **National Congressional Representatives from the \*Congressional Representatives.** Please note that two (2) of the four (4) National Congressional Representative positions must go to representatives of Branches with membership that includes a number of members entitled to vote at general meetings of the Society greater than 25% of the total number of members entitled to vote at general meetings of the Society, calculated at the end of the month preceding the election. NSW Branch and VIC Branch each have one (1) position each, contingent on them exceeding the 25% membership requirement as at the 31 October 2017.

**\****Congressional Representative includes a person elected as such but who has not, at the time of election as National Congressional Representative, taken up the position as Congressional Representative.*

Applicants must be financial members of the Professional Division (Fellow, Senior Member or Member) and must not be from the Overseas Group. This excludes members classified into the special categories of Honorary Fellow and Honorary Member (unless the Honorary Member was a member before classification as an Honorary Member), comprise Professional Division.

## HOW TO NOMINATE

Please e-mail your nomination to Christopher.McRostie@acs.org.au with a passport-sized photo (jpeg) of yourself for use in the election and include a statement of your goals and your qualifications (suitability) for the position.

**Nominations close at 8.00am AEDT on Monday 13 November 2017.**

**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 Management Committee.
* 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.
* Provide examples of showing leadership.

**ELECTION**

The election will be held on Saturday 25 November 2017 at the Congress meeting to be held in Sydney and candidates will be expected to make a short presentation to Congress, either in person or by teleconference, in support of their candidacy.