# ACS OFFICE BEARER PRESIDENT NOMINATION FORM

## NOMINATION

I wish to nominate for the position of ACS President for a two year period commencing 01 January 2018.

Name: Membership Grade:………………………

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

Signature: Date:……..…………………………………

This position is a National Office Bearer position. National Office Bearers of the Society are the President, Immediate Past President, Vice Presidents (3) and the National Treasurer. Together with the four (4) National Congressional Representatives and the Chief Executive Officer (CEO) they form the ACS Management Committee. Management Committee controls and manages the Society and is the committee of the Society under the Associations Incorporation Act. National Office Bearers are also members of the ACS Congress.

**Criteria for Selection**

1. Congress must elect or appoint to these positions a (financial) member who is a current Congress member or has been a Congress member for at least 1 year within the 5 years immediately preceding the election or appointment, or has been exempted from compliance by Congress in its absolute discretion; and
2. may only elect members of the Professional Division (Fellows, Senior Members and Members); and
3. may not elect any member of the Overseas Group; and
4. must not elect or appoint the current President or the Immediate Past President, and must not elect or appoint a member who has not been a Management Committee member for at least 2 years.

**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

**The role of the President (Chairperson)\***

Chairing is a key role on any voluntary Management Committee. The President must ensure that the Management Committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.

The role of a President is time consuming, with work between meetings, external representation of the organisation, and work with staff. Chairing a large organisation requires diplomatic and leadership skills of a high level.

*\* Modified from http://www.diycommitteeguide.org/article/what-role-chairperson*

**Main duties of the President (Chairperson)**

The responsibilities of a President can be summarised under four areas:

**1. To ensure the Management Committee functions properly.**

The President is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner. The President must make the most of all his or her committee members in terms of their abilities and time to commit and ‘lead the team'. This also involves regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members.

**2. To ensure the organisation is managed effectively.**

The President must co-ordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management of the organisation.

**3. To provide support and supervision to the Chief Executive Officer.**

The President is the direct line manager for the Chief Executive Officer (the most senior staff member).

**4. To represent the organisation as its figurehead.**

The President is required under the ACS Rules to represent the organisation and be its principal spokesperson.

**5. To represent each member of the organisation.**

The President is to whom a member turns for redress and relief when policies and practices of the organisation fail him/her.

**ACS National Office Bearers**

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

Desirable Characteristics

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

## How to Nominate

Please e-mail your nomination to [Christopher.McRostie@acs.org.au](mailto: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, based on the required and desirable characteristics outlined above.

**Nominations close at 8.00am (AEST) Monday 13 November 2017.**

**Election**

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