AGENDA

AUSTRALASIAN RESEARCH MANAGEMENT SOCIETY INC (Society)
ABN 57 334 849 485

MEETING OF THE ANNUAL GENERAL MEETING

Notice is hereby given that the online meeting of the Annual General Meeting (**AGM**) of the Society is scheduled for:

Date: Wednesday, 16 September 2026
Time: 12 Noon – 1 PM AEST
Login details: Microsoft Teams meeting

Join: https://teams.microsoft.com/meet/4820318472256?p=4XdJTRH9SXj54xaTRq
Meeting ID: 482 031 847 225 6
Passcode: 7kc6dV6J

The business of the AGM shall be:

1. Welcome and Acknowledgement of Country by the President

2. Confirmation of previous minutes of the AGM of 24 September 2025– Attachment A
To confirm the minutes for the 2025 Annual General Meeting.

3. President's Report including an update on Education and Professional Development Programs – Attachment B and Attachment C
To receive and consider the President's Report for the year ended 30 June 2026.

4. Announcement of the Society's election results for 2026
To announce the newly elected Board members for 2026 as a result of elections held pursuant to the By-Laws.

5. Proposal to consider a special resolution to amend the ARMS Constitution – Attachment D and Attachment E
To present recommended changes in accordance with clause 19 of the ARMS Constitution which are to be formally ratified at the Annual General Meeting of the Society. (The accompanying letter (Attachment D) from the President and revised Constitution (Attachments E) provides a detailed overview of the recommended amendments.

Voting members have been invited to vote on a special resolution

FOR the adoption of the revised ARMS Constitution
AGAINST the adoption of the revised ARMS Constitution

Voting shall close 5.00 PM (AEST) 15 September 2026.

At the AGM, the President shall:

AGENDA

- Provide a brief overview of the proposed changes.
- Invite questions from members.
- Announce the number of valid votes received.
- Will ask whether any eligible voting members present have not yet voted.
- Allow those members to vote during the meeting.
- Combine pre-submitted votes with votes cast at the AGM.
- Declare the result.

6. Presentation of Annual Accounts by ARMS Treasurer – Attachment F and Attachment G
To receive and consider Audited Financial Statements for the financial year ended 30 June 2026.

7. Any other business
To consider any other business of which due notice has been given.

By order of the ARMS Board
…………………………
Louise Dwyer ARMS Secretary

Australasian Research Management Society

AUSTRALASIAN RESEARCH MANAGEMENT SOCIETY INC (Society)
ABN 57 334 849 485

MINUTES OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting (AGM) of the Society was held online on Wednesday, 24 September 2025 at 12 Noon AEST.

Present

Sharon Aburn	Monash University
Judy Alexander	University of Newcastle
Kyla Archer	Massey University
Suzanne Austin	UNSW
Michael Baker	Western Sydney University
Idayat Bin Mohamed Bajuri	NTU
Tania Bezzobs	University of Technology Sydney
Karen Cavanagh	RMIT University
Noni Creasey	The University of Queensland
Damian Davini	InfoEd Global
Emma Collyer	UNSW University
Lachlan Doughney	RMIT University
Louise Dwyer	Macquarie University
Bedrich Eckhardt	La Trobe University
Liz Eedle	University of Canberra
Sheila Hamilton-Brown	Deakin University
Kathryn Howard	University of Auckland
Amber Jennings	Monash University
Jane Holt	RMIT University
Connie Killey	The University of Melbourne
Sanita Kratina	Edith Cowan University
Lakshmi Krishnan	University of Technology Sydney
Jennifer Liddle	The Australian National University
Alasdair Macdonald	Murdoch University
Tara McLaren	AIMS

ATTACHMENT A – MINUTES OF THE AGM OF 24 SEPTEMBER 2025

Ross McLennan	Macquarie University
Jayne McQueen	Massey University
Peter Murphy	Deakin University
Jo Preston	Queensland University of Technology
Alexandra Robertson	Child & Adolescent Health Service
Vesna Stefanovski	La Trobe University
Kate Swanson	Griffith University
Tania Tambiah	Swinburne University of Technology
Jaylene Wehipeihana	Individual
Mia Zentari	The University of Melbourne
Maria Zollo	ARMS COO
Mel Trebilcock	ARMS Partnerships, Education and Policy Manager
Brett Dobson	ARMS Management Accountant
Kaeisha Kilmister	ARMS Conferences and Major Events Coordinator
Janice Yau	ARMS Events Administrator
Dana Watts	ARMS Accreditation and Member Engagement Coordinator

1. Welcome and Acknowledgement of Country by ARMS Dr Tania Bezzobs, President of ARMS.

Apologies received from:

Dr Yordanka Krastev, Ramsay Hospital Research Foundation
Ms Hannah Allan, Curtin University
Emmaline Lear, Charles Sturt University
Professor Jason White, Charles Sturt University
Michelle Duryea, Edith Cowan University
Dr Mark Hochman, Consultant

The Chair, Dr Tania Bezzobs, opened the AGM with an acknowledgement of country of all First Nations and Indigenous peoples across the geographical remit of ARMS.

Attendees were instructed to enter their first and last name and organisation in the chat function as a record of their attendance.

2. Confirmation of previous minutes of the AGM of 18 September 2024

The minutes of the meeting of 18 September 2024 were accepted as a true and accurate record of the meeting and endorsed by Vesna Stefanovski (La Trobe University) and Connie Killey (Deakin University).

3. President's Report including an update on Education and Professional Development Programs

The Chair spoke to the President's Report for the year ending 30 June 2025. Highlights included:

- Commending the members of the Society on the launch of the ARMS Strategic Plan. The report focused on achievements with respect to four key priority areas that will shape the direction of the society through to 2030:

  (1) Demonstrating the value of ARMS to research leaders, government bodies, and key stakeholders by delivering meaningful insights and fostering strategic engagement across the research ecosystem.
  (2) Building a research management environment that embeds and respects the practices and perspectives of First Nations and Indigenous peoples.
  (3) Develop professional development of our members through innovative programs and opportunities that elevate skills and expertise
  (4) Expanding the reach and diversity of our membership by engaging professionals across a broader spectrum of institutions, career stages, and disciplines, deepening our institutional connections and community impact.

- The impact through advocacy and insights, with the launch of a framework to support how the Society engages on sector-wide consultations and policy papers, demonstrating how insights derived from research management contribute to the broader research agenda.

- The Chair thanks everyone who has contributed to the PD Sessions @ zoom webinar series.

- The Chair highlighted the contributions of the Chapters and the Special Interest Groups, their membership and the Convenors, thanking them for their key role in the engagement of the membership of the Society.

- The Chair expressed gratitude to the ARMS Executive Office, thanking them for the significant difference they make to the Society.

- In closing her final report as President of the Society, the Chair thanked all present and the extended ARMS community, indicating that she looks forward to engaging and contributing to the Society in the future.

4. Presentation of Annual Accounts by ARMS Treasurer

To receive and consider Audited Financial Statements for the financial year ended 30 June 2025.

The Chair invited ARMS Treasurer, Dr Lachlan Doughney to speak to Attachments 3 (Treasurer's Report) and 4 (Audited Financial Statement).

Dr Doughney thanked the Chair, Dr Bezzobs, for her time as President of the Society and her dedication to the role.

In speaking to the Treasurer's Report, Dr Doughney advised the members of the surplus position at the end of the financial year 2024/2025, albeit a much reduced surplus relative to the previous financial year. Dr Doughney reported that this was attributed to lower than forecast expenses for the Darwin Conference, the hiring of the new Partnerships, Education and Policy Manager position, higher accreditation expenses, reduced accreditation program income, increase in Chapter expenses and the international travel costs associated with Executive attendance at the INORMS Congress in May 2025.

Dr Doughney advised that an uplift in accreditation program income was expected in the 2025/2026 financial year following the comprehensive review of the program suite currently underway, and that the increased Chapter expenses are a positive sign of engagement at a Chapter level.

Dr Doughney also noted in looking ahead to the 2025/2026 outlook that the capped attendance and no offset due to location as was the case for the Darwin Conference, means that the return on investment in the Melbourne Conference in 2025 would be modest. Connie Killey (University of Melbourne) noted that the financial result for the Melbourne Conference was not attributable to the capped attendance and that the attendance at the conference in September 2025 was an ARMS Conference record.

Attachment 3 was endorsed by Proposer Vesna Stefanovski (La Trobe University) and Tara McLaren (Australian Institute of Marine Science).

The Treasurer concluded his presentation by presenting the Society's Audited Financial Statements for the period ending 30 June 2025 No issues of concern were raised by attendees.

Attachment 4 was endorsed by proposer Dr Ross McLennan (Macquarie University) and Sharon Aburn (Monash University).

The Chair thanked Dr Doughney for his work as Treasurer, and Brett Dobson, ARMS Executive Office management accountant.

7. Announcement of the Society's election results for 2025

To announce the newly elected Board members for 2025 as a result of elections held pursuant to the By-Laws.

The Chair observed the high level of engagement for the 2025 Election round. Those that nominated and were not supported under this current round were formally thanked and encouraged to consider engaging with ARMS in other capacities.

The results of the ballot were summarized as follows:

Treasurer

- Dr Lachlan Doughney (Royal Melbourne Institute of Technology, re-appointed)

Committee Member (International)

- Dr Denise Dillon (James Cook University Singapore)

General Committee Member

- Ms Sharon Aburn (Monash University, re-appointed)
- Dr Michael Baker (Western Sydney University)

The Chair extended gratitude on behalf of the Board and the Society to to the following departing Board members for their contribution:

- Ms Jaylene Wehipeihana
- Ms Emma Collyer (University of New South Wales)

In the absence of the President Elect Ms Hannah Allan, Ms Maria Zollo spoke to a statement from Ms Allen expressing, on behalf of the Society, appreciation for Dr Bezzobs in the tireless way she has been a passionate champion for research management, as a Fellow of ARMS and senior leader in the sector with an enduring legacy defined by vision, integrity and collaboration. Noting Dr Bezzobs major achievements in her tenure as President of the Society including the overhaul of the ARMS Constitution, review of membership structures, a sector wide survey on organizational structures of research offices, and the oversight of three conferences, she was thanked for her leadership and service to the Board, Society, Directors of Research SIG, the INORMS Council and local Chapters.

In responding to the statement Dr Bezzobs reiterated the care between members of the ARMS community, and the support provided in sharing best practice and rejoicing in times of celebration.

8. Any other business

To consider any other business of which due notice has been given.

The Chair reminded the attendees to celebrate International Research Administrator's Day on 25 September 2025.

The Meeting closed at 12.52 AEST PM.

The Chair thanked everyone online for their participation.

ARMS PRESIDENT'S REPORT 2026
(Reporting period 1 July 2025 – 30 June 2026)

I am pleased to present the ARMS President's Report for 2026.

Over the past year, our Society has continued to make steady progress. This has been supported by strong member engagement, the commitment of our Board, standing committees through our Chapters, SIGs and Networks as well as other volunteers, and the ongoing work of the Executive Office. Our efforts have been guided by the ARMS Strategic Plan – *Towards 2030*, which continues to shape how we support and connect Research Management Professionals across Australia, Aotearoa New Zealand, and Singapore.

Our Implementation Plan

A key responsibility of the ARMS Board is directing and monitoring performance of the Society against its missions and goals, including against our Implementation Plan.

As we have put the Implementation Plan into action, the Board has taken a practical approach to where we focus our time and effort, considering feedback from our Standing Committees, Chapters, Special Interest Groups (SIGs) and Networks. We have made strategic decisions to concentrate on what we can deliver well now, while recognising that some planned activities need to be put on hold so we can focus on where we can have the greatest impact.

This has meant delaying some Implementation Plan activities, including:
- Mapping stakeholder and regional interests
- Developing a partnerships framework
- Progressing a broader growth and diversification plan

While these are still important, they have been set aside for now so we can focus more fully on strengthening our professional development offering.

In line with this, a key priority this year has been a comprehensive review of our professional development (PD) programs. This work represents a reset of our approach and is already shaping what comes next. As part of this, we have started work on a Professional Development Capability Framework to provide clearer and more structured pathways for members at all career stages. Further details are outlined below.

Key achievements across our strategic priorities

STRATEGIC PRIORITY: Demonstrating the value of ARMS
We have continued to strengthen ARMS' role across the sector through advocacy, engagement and better communication. Key achievements include:

- Contributing to national consultations and policy discussions. These are summarised on our website: www.researchmanagement.org.au/advocacy Examples include:

  - NHMRC consultation on the Draft 2026 Funding Agreement (February 2026)
  - ARC consultation on the proposed Research Insights Capability (February 2026)
  - SERD Issues Papers (September–October 2025), covering national coordination, foundational research, and government as an exemplar
- Our Special Interest Groups, and ARMS member representation on sector committees such as the ARC/NHMRC/Universities Australia Research Integrity Working Group, have played an important role in responding to sector developments and delivering practical value to members.
- Refining how we deliver value to ARMS' members and the wider community through the development of an Advocacy and Insights Framework, aimed at enhancing engagement with government, sector bodies and key stakeholders to advocate on the key issues where our members voices should be heard.
- Refining our Marketing and Communications Plan to improve how we articulate our value and connect with our members and the broader community. The establishment of a Marketing and Communications and Advisory Committee (MARCOM) ensures this work is informed by member expertise and aligned with our strategic objectives.
- ARMS became a key signatory on a Joint Statement on Responsible Data Analytics, Evaluation and AI, developed in collaboration with leading international professional associations

STRATEGIC PRIORITY: Supporting First Nations and Indigenous perspectives

The Strategic Plan commits ARMS to fostering a research management environment that respects and embeds First Nations and Indigenous perspectives. This year, we strengthened this commitment through the work of the First Nations Special Interest Group and the establishment of the Indigenous Engagement Working Group (IEWG). The IEWG held its inaugural meeting on 19 March 2026, bringing together research management professionals from across Australia and Aotearoa New Zealand. Discussions focused on governance, strategic priorities, and practical approaches to embedding Indigenous-informed practice across ARMS.

Key areas of focus for the IWEG include consideration on how we aim to:

• Strength Indigenous data sovereignty and governance frameworks

• Translate principles into practical, operational guidance

• Develop tools and resources for under-resourced Indigenous and Pacific research organisations.

The Working Group has also signalled the importance of embedding Indigenous leadership within governance and decision-making structures, which will remain a priority for further development. This work represents an important step in ensuring ARMS remains inclusive, culturally informed, and aligned with the evolving research landscape.

STRATEGIC PRIORITY: Strengthening professional development

This has been a major focus area this year. During the year, we initiated a comprehensive review of our professional development programs to ensure that they remain relevant, high-quality and responsive to member needs at all career stages. The resulting recommendation, approved by the Board at its March meeting, was a reset of our Professional development Program to commence with a formal exploration of a Research Management Capability Framework, drawing on international models to further strengthen capability development across the profession. The Society's Education and Professional Development

Committee (EPDC) is now exploring this Research Management Capability Framework and expects to provide a draft for broader consultation later in the year.

Other key achievements against this priority include:

- Continuing the review of current Foundation Level Accreditation modules to ensure content is still up to date and relevant for our members.
- Supporting participation in the Established Level Accreditation Program
- Delivering a full suite of PD Sessions @ Zoom webinars to provide increasing PD, education and Training opportunities for our members. Details of these webinars are available on the ARMS website at: https://www.researchmanagement.org.au/pd-sessions-zoom

STRATEGIC PRIORITY: Growing and diversifying our membership

We have continued to build a strong and engaged membership community. Highlights include:

- A successful Melbourne Conference with 822 delegates.
- Active engagement across Chapters, Special Interest Groups and Networks with over 70 events offered to members (see Attachment A below).
- Growth in emerging areas such as AI in Research Management and Major Research Collaborations through the establishment of Special Interest Groups.
- Continued support for early career professionals and First Nations participation through awards offered to our Indigenous members.
- Securing ARMS' successful bid to host the International Network of Research Management Societies (INORMS) Congress in Singapore in 2029. As the leading global event for research management professionals, the Congress will place ARMS and its members at the centre of the international research management community.

Supporting initiatives and governance

Alongside our strategic priorities, we have also progressed work to strengthen ARMS' governance framework. An independent governance review has provided important insights and recommendations to ensure our structures remain fit for purpose, transparent, and aligned with best practice. This work will support more effective decision-making and position ARMS strongly for the future. Our Governance, Finance and Audit Committee (GFAC) has considered recommendations made by the consultants and has identified, as a priority specific area which will necessitate changes to the Constitution. These include (and are covered in a separate paper as part of the AGM papers):

- Removal of the president-elect role and introduction of a structured transition period between incoming and outgoing Presidents to support continuity.
- Confirmation of three-year terms for President, Secretary and Treasurer, with consideration of term limits (e.g. two consecutive terms for Secretary/Treasurer).
- Clarification of arrangements in the event of a vacancy in the Presidency, including potential requirement for an election rather than automatic succession.
- Retention of elected general Board members, with refinement of:
    - Indigenous representation requirement (mandatory appointment if not elected).
    - Capacity for the Board to co-opt additional members (with defined limits, voting rights, and term flexibility).
- Clarification of eligibility for Deputy President, particularly in relation to co-opted members.
- Review of provisions relating to member access to the register of members, with concerns raised regarding privacy and whether unrestricted access remains appropriate or legally required.

- Retention of current thresholds for calling Special General Meetings (20% of voting members), noting discussion on practicality versus governance integrity.
- Introduction of provisions to enable member observation of Board meetings (with limits, conditions, and ability to move to closed session).
- Strengthening and clarification of disciplinary processes, including grounds, procedural fairness, and appeal mechanisms.
- Retention of a principles-based approach to By-Laws to allow flexibility (e.g. financial controls, delegations) without over-prescription in the Constitution.

Acknowledgements

ARMS' achievements would not be possible without the time and effort of our volunteers across all parts of ARMS' operations, and I thank all of the members of our community who have dedicated their energy and expertise in support of our profession.

I would like to sincerely thank our Corporate Partners, ResearchMaster (Platinum Partner, now rebranded Research Management Solutions Partner), KAI-2 (Innovation Partner) and Clarivate (Research Intelligence Partner) for their ongoing support. I also acknowledge RMIT University for its continued support of the Paul Taylor Awards.

More broadly, I would like to thank all of our sponsors who support our events, including the annual conference. Their support plays an important role in making these opportunities accessible to our members.

I wish to formally acknowledge the ARMS Executive Office for their professionalism and continued commitment to supporting our members.

Finally, I would like to acknowledge and thank Flinders University, the host of the ARMS Executive Office, for its continued support and for providing the facilities and infrastructure that underpin the day-to-day operation of the Executive Office.

It has been a privilege to serve the Society alongside my fellow Board members in my first year as President, and I look forward to continuing to support ARMS and its members in the year ahead.

Hannah Allan
ARMS President

Attachment A

Member Engagement Through Events and Professional Development

1 July 2025 to 30 June 2026

During the 2025-26 reporting period, ARMS delivered an extensive program of **72 events and professional development activities**, attracting a combined **4,439 attendances** across Australia, New Zealand, Singapore and the broader ARMS community. The program demonstrated the depth and diversity of member engagement, providing opportunities for networking, professional learning, knowledge sharing and community building at every career stage.

Events Delivered by Chapters, SIGs, Networks and other

Group	Number of Events	Registered Attendees
Chapters	36	1,289
Special Interest Groups (SIGs)	27	1,436
ARTN Network	2	184
PD@Zoom Professional Development Sessions	7	1,530
Total	**72**	**4,439**

Chapters

ARMS Chapters delivered 36 events attracting 1,289 attendances, ranging from networking functions and Research Administrators Day celebrations to career panels, professional development sessions and end-of-year gatherings. Events were hosted across ACT, NSW, NT, Queensland, South Australia, Tasmania, Victoria, Western Australia, New Zealand and Singapore, including several successful joint chapter initiatives.

Special Interest Groups (SIGs)

ARMS SIGs remained highly active, delivering 27 events with 1,436 attendances. Topics covered included research impact, health and medical research, research development, research information and systems, international research collaborations, major research collaborations, research ethics and AI, and research reporting and evaluation. These events provided members with valuable opportunities to connect with peers facing similar sector challenges and opportunities.

ARTN Network

The ARMS Research Training Network (ARTN) delivered **two national events** attended by **184 participants**, focusing on HDR administration, career mobility and the evolving needs of research training professionals.

PD Sessions@Zoom

The PD Sessions@Zoom series continued to be one of ARMS' most successful member offerings, delivering seven online professional development sessions that attracted 1,530 attendances. Popular topics included AI and automation, mentorship, industry engagement, international collaboration and practical research management skills. Individual sessions attracted between 80 and 389 attendees, demonstrating the strong demand for accessible, high-quality online learning opportunities.

Impact

The breadth of activity delivered during the year highlights the strength of ARMS' volunteer-led Chapters, SIGs and Networks, and the ongoing value members place on professional learning and peer connection. With more than 4,400 attendances across 72 activities, ARMS continues to provide a vibrant and diverse program that supports research management professionals across all sectors, disciplines and career stages.

ATTACHMENT C – REPORT ON EDUCATION AND PROFESSIONAL DEVELOPMENT PROGRAMS

Professional Development Program Review Update

Over the past 12 months, ARMS has been undertaking a comprehensive review of its Professional Development (PD) Program to ensure our offerings remain relevant, contemporary and responsive to the changing needs of the research management profession.

This work has been shaped by extensive member consultation, including surveys, focus groups and engagement with Special Interest Groups, Chapters, committees and other stakeholders across the ARMS community. We would like to thank all members who have contributed their time, expertise and feedback throughout the review process.

The review commenced in August 2025 with the establishment of a dedicated working group and a broad consultation program designed to understand member needs, future skills requirements and opportunities to strengthen ARMS' professional development offerings.

More than 100 members participated in the first survey launched at the 2025 ARMS Conference, followed by additional consultation activities including focus groups, benchmarking against peer organisations and a comprehensive review of ARMS' existing education and training portfolio.

The findings of this work were presented to the ARMS Board in March 2026. Following consideration of the review report, the Board endorsed a clear direction to reset and strengthen the ARMS Professional Development Program.

The Board supported:

- Development of a new professional development framework that better reflects the breadth and diversity of contemporary research management practice.
- A more flexible and modular approach to learning and development.
- Support for multiple career pathways across the profession.
- A phased implementation approach that balances innovation with long-term sustainability.

Developing the Professional Development Capability Framework

A key outcome of the review has been the development of a revised Professional Development Capability Framework.

The framework is being reviewed by the ARMS Education and Professional Development Committee (EPDC) to ensure it reflects current practice, supports career development at all levels and responds to emerging trends influencing the profession.

The review has also considered international best practice, including relevant elements of the European Union Competence Framework for Research Managers, while ensuring the framework reflects the unique needs of the Australasian research management community.

Feedback from the Directors of Research SIG

As part of the review process, the EPDC sought feedback from the ARMS Directors of Research Special Interest Group in August 2026 on the first draft of the revised framework.

Feedback was positive, with participants recognising the value of a contemporary capability framework that provides clearer development pathways while accommodating the increasingly diverse career journeys of research management professionals.

Several important themes emerged from the discussion, including the need for stronger recognition of:

- Research security and foreign interference considerations.
- Artificial intelligence, digital capability and research administration technologies.
- Data-informed decision making and process improvement.
- Graduate research administration, governance and researcher development.
- Leadership and management capability development.
- Flexible career pathways that recognise both specialist and leadership trajectories.

Participants also provided detailed feedback on the structure of the framework, including opportunities to further clarify capability domains and ensure areas such as research integrity, research systems, research policy, funding and finance are clearly differentiated.

Looking Ahead

The EPDC is now refining the framework based on the feedback received and preparing for a broader round of consultation across ARMS Chapters, Special Interest Groups, Standing Committees and Networks.

Alongside the framework review, ARMS is continuing to explore how future professional development offerings can better support flexible learning pathways, including opportunities for micro-credentials, recognised learning achievements and lifelong professional development.

This work represents an important investment in the future of the research management profession. By establishing a contemporary capability framework and modernised professional development approach, ARMS aims to better support members at every stage of their career while ensuring our programs continue to meet the needs of a rapidly evolving research environment.

We look forward to sharing further updates as consultation continues and thank all members who have contributed to shaping the future of professional development within ARMS.

ATTACHMENT C – REPORT ON EDUCATION AND PROFESSIONAL DEVELOPMENT PROGRAMS

Recap of our Foundation Level Accreditation Program (FLAP)

Following an extensive review of the three compulsory Australian modules that form the foundation of the ARMS Foundation program, ensuring the content remains current, relevant, and fit for purpose, ARMS experienced a renewed increase in enrolments. The modules reviewed were:

- Module 1.1 – Australia: The National Research and Innovation System
- Module 1.2 – Legislation as it Relates to Research in Australia
- Module 1.3 – The Research Ecosystem and the Role of Research Management Professionals

ARMS is currently undertaking a similar review of the New Zealand and Singapore compulsory modules to ensure they remain up to date and reflective of their respective research and innovation environments.

During the reporting period, two Foundation Case Study cohorts commenced (May and October), with one cohort graduating during the year. The 2025/2026 graduating cohort welcomed 24 new Accredited Research Managers (Foundation) [ARM(F)], bringing the total number of ARMFs to 723.

ARMS congratulates the following members on achieving Foundation Level Accreditation during the reporting period:

Monique Ahrens	Adelaide University
Nour Akkoumeh	The University of Newcastle
Gabrielle Callandar	Walter and Eliza Hall Institute of Medical Research
Megan Cross	The University of Queensland
Carolyn Dancevic	RMIT University
Gemma Deakin	Western Sydney University
Tracie Edwards	Adelaide University
Sarah Hancock	The University of Newcastle
Lakshmi Krishnan	University of Technology Sydney
Van Le	University of Technology Sydney
Eileen Lim	Singapore Institute of Technology
Fiona MacIver	University of Technology Sydney
Susan Manning	Western Sydney University
Nur Astiana Mawan	Singapore Institute of Technology
Rachael Norris	University of Southern Queensland
Christina Oh	University of Technology Sydney
Annie Post	The University of Newcastle
Rick Romero	Western Sydney University
Abi Sarpeleh	Adelaide University
Helen Shorthouse	Queensland University of Technology
Kara Spilstead	Deakin University
Dorothy Teng	Singapore Institute of Technology
Phuong Tran	Deakin University
Ruth Wilson	University of Auckland

ATTACHMENT C – REPORT ON EDUCATION AND PROFESSIONAL DEVELOPMENT PROGRAMS

A full list of all ARMFs is available on the Society's website.

Recap of our Established Level Accreditation Program (ELAP)

Established Level Accreditation Program (ELAP)

Program Overview

The Established Level Accreditation Program (ELAP) is tailored for mid to senior-level Research Management Professionals looking to strengthen their leadership, strategic management, and specialist knowledge. The program develops the competencies needed to lead effectively within the increasingly complex and dynamic research and innovation environment.

Participant Engagement

As of July 2026, **44 participants** had enrolled in the ELAP, with a further participant enrolling during the latter half of 2026. While enrolment activity has moderated in recent months, this may reflect the ongoing ARMS Professional Development Review and/or evolving professional development priorities across the research management sector.

Leadership, Management and Strategic Thinking Delivery

Dr Lesley Ashton successfully facilitated the Leadership, Management and Strategic Thinking program in August-September 2025 with twelve participants. Dr Ashton is scheduled to deliver the 2026 program commencing in September 2026.

Electives and Delivery Schedule

During the reporting period, ARMS delivered three (3) of the five electives available within the ELAP suite. These electives enable participants to deepen their expertise in specialised areas of research management practice.

- *Informed Decision Making in Research Management*
  - Facilitators: Simon Kerridge, Madhuri Dutta, Melinda Fischer, Cristina Oliveira
  - Registrations: 6 (September 2025)
- *Research funding: A pathway to best practice*
  - Facilitator: Dr Marina Delpin
  - Registrations: 8 (October 2025)
- *Due Diligence and Good Governance in Research*
  - Facilitator: Mr. Chris Thompson
  - Registrations: 13 (March 2026)

Total Elective Registrations for 2025/2026: 27 units

Upcoming Electives – Late 2026

- *Informed Decision Making in Research Management* – September 2026
- *Research Funding: A Pathway to Best Practice* – October 2026
- *Maximising Research Impact* – October 2026
- *Business Process Improvement in Research Management* – October 2026

ATTACHMENT C – REPORT ON EDUCATION AND PROFESSIONAL DEVELOPMENT PROGRAMS

Program Graduates (2025/2026)

We congratulate the following graduates during the reporting period:

- Kalene Pek - Individual, Singapore
- Dr Edward Tan - Geriatric Education and Research Institute, Singapore
- Dr Elizabeth Bowman - The University of Melbourne
- Dr Davina Dadley-Moore - Monash University
- Dr Ratnakar Vallabhaneni - Individual

Previous Graduates not captured in the 2024/2025 report:

- Joanna Brisbane - Ramsay Health
- Sandrine Kingston-Ducrot - The University of Queensland
- Nishank Shah - The Australian National University

Advanced Level Accreditation Program (ALAP)

Recap of Advanced Level Accreditation Program (ALAP)

Program Overview

The Advanced Level Accreditation Program (ALAP) represents the highest tier of professional accreditation offered by ARMS. It recognises Research Management Professionals who have demonstrated advanced knowledge, expertise and leadership within the field, together with the ability to apply research management principles effectively in complex organisational environments. ALAP graduates serve as leaders within the profession and contribute to advancing research management practice across the sector.

Program Requirements

To achieve ALAP accreditation, participants must complete approved professional development activities totalling 100 accreditation points and submit a workplace-based assignment examining a contemporary research management issue, initiative, policy or practice. The assignment is designed to demonstrate the participant's capacity to critically analyse, apply and advance research management knowledge within their professional context.

Graduate Pathway

During the reporting period, the ALAP remained on hold pending the completion of the ARMS Professional Development Review. The outcomes of the review will help inform the future direction of the program.

NOTICE|| SPECIAL RESOLUTION TO AMEND THE ARMS CONSTITUTION 2026

At the Annual General Meeting (AGM) to be held on **16 September 2026**, **ALL VOTING members** will be asked to consider and vote on a Special Resolution to adopt a revised Constitution for the Australasian Research Management Society (ARMS).

The proposed amendments follow a comprehensive review of the Constitution undertaken by the Board, Governance Finance and Audit Committee (GFAC), and external legal counsel. The review was conducted in response to recommendations arising from the recent ARMS Governance Review, which identified

> *"the need to strengthen the articulation of Board responsibilities, governance principles, accountability arrangements, and the overall governance framework of the Society".*

The review also sought to ensure the Constitution remains contemporary, legally compliant and aligned with ARMS's evolving strategic direction.

Key objectives of the amendments include:

- Strengthening governance and accountability provisions.
- Clarifying the role and authority of the Board.
- Updating member rights and meeting procedures to align with current legislation and practice.
- Improving continuity and succession planning for key office holder positions.
- Increasing transparency by creating opportunities for members to observe Board meetings.
- Strengthening Board diversity and Indigenous representation.
- Aligning the ARMS Mission with the Strategic Plan: Towards 2030.
- Incorporating contemporary governance, conflict of interest, and office holder obligations.

The Board unanimously recommends that **VOTING MEMBERS** support the proposed amendments.

Below is a summary of the **substantive constitutional amendments** made to the Constitution.

Summary of Proposed Amendments to the ARMS Constitution

Clause	Amendment	Purpose / Impact
3.5 Membership Register	Updated provisions relating to the Register of Members to align with the *Associations Incorporation Reform Act 2012 (Vic)*. New provisions clarify the information held on the register, member rights to inspect the register, restrictions on use of member information and the ability for members to request restrictions on access to their personal information.	Improves privacy protections, clarifies member rights and ensures compliance with current legislative requirements.
6.6 Quorum at General Meetings	Clarified quorum requirements by defining quorum as the lesser of 20 members or 10% of voting members present, with reduced quorum provisions applying to adjourned meetings.	Provides greater flexibility and helps ensure general meetings can proceed even where attendance levels fluctuate.
7.5 Board Composition - Indigenous Representation	Introduces a requirement for at least one General Board Member to identify as an Indigenous person. If no Indigenous candidate is elected, the Board will seek to appoint a suitably qualified Indigenous member through its co-option powers.	Strengthens Indigenous representation and inclusion within ARMS governance.
7.5 Board Composition - Co-opted Directors	Enables the Board to co-opt up to two individuals with specific skills, expertise or lived experience to strengthen Board capability and representation.	Provides flexibility to address skills gaps and enhance diversity of perspectives on the Board.
7.5.2.1 New Clause - Review of Co-opted Positions	Introduces a requirement that co-opted positions be reviewed prior to each election cycle. Where an ongoing need exists, the Board may recommend establishment of an elected position, subject to member election at an AGM.	Ensures co-opted positions remain accountable, transparent and subject to periodic review.
7.5 / 9.4 Governance Transition Arrangements	Removes the President-Elect model and replaces it with a structured transition arrangement between the outgoing and incoming President. The Board will determine the timing and duration of the transition period, with a default transition of six months.	Supports leadership continuity while simplifying Board officer arrangements.
7.5 / New Board Nomination Provision	Introduces a new rule permitting a member to nominate for more than one Board position but requiring them to resign any existing Board position upon election to a new position. A member may only hold one Board position at any time.	Provides clarity regarding Board elections and succession arrangements.
7.8 Casual Vacancies	Clarifies that where a vacancy occurs in a General Member position, the President, following consultation with the Board, may appoint a member to fill the vacancy until the next AGM when an election must be held.	Strengthens governance oversight and provides a clear mechanism for managing Board vacancies.

Clause	Amendment	Purpose / Impact
7.8 New Clause - Open Board Meeting	Introduces a requirement for at least one Board meeting aligned with the Annual Conference to be open to members as observers, subject to attendance limits and confidentiality requirements.	Enhances transparency and member engagement in Board governance.
9.4 President Term and Succession	Formalises a three-year (3) Presidential term, permits a maximum of two consecutive terms and establishes a two-year break before a former President may seek election again.	Supports leadership renewal while retaining opportunities for experienced leaders to return in future.
9.5 Vacancy in Office of President	Provides that where the President's office becomes vacant, the Deputy President acts in the role until an election is conducted at the next AGM. If both positions are vacant, the Board appoints an Acting President from among its members.	Establishes a clear and transparent succession process.
9.6 Treasurer and Secretary Terms	Introduces a maximum of two consecutive terms and a three-year (3) term of the Treasurer and Secretary positions.	Promotes renewal of leadership and succession planning.
10 Conflicts of Interest	Introduces a formal requirement for the Board to maintain a Conflict-of-Interest Register, including recording disclosed conflicts and mitigation strategies.	Strengthens governance, accountability and risk management.
15 Notice to Members	Clarifies that references to notices throughout the Constitution are satisfied through electronic communication and that voting status will be identified where relevant.	Modernises communication provisions and improves clarity for members.
16 Disciplinary Action	Replaces the existing disciplinary provisions with a more comprehensive disciplinary framework, including defined grounds for disciplinary action, disciplinary procedures, notice requirements, natural justice provisions, disciplinary outcomes and appeal rights.	Improves procedural fairness, transparency and governance compliance.
17 Disputes and Mediation	Introduces a substantially revised dispute resolution framework based on the Victorian Model Rules, including mediation requirements, appointment of mediators, procedural fairness provisions and dispute resolution pathways.	Provides a clear, contemporary and legally robust mechanism for resolving disputes.

ATTACHMENT D- COVER LETTER BY ARMS PRESIDENT REGARDING AMENDMENTS TO THE CONSTITUTION

INSTRUCTIONS to Voting Members on voting prior to the AGM

Voting members will:

- Receive this notice prior to the AGM which provides an explanatory summary of changes
- Receive a clean, unmarked version of the proposed Constitution (attached)
- And are requested to vote using the following link: https://www.surveymonkey.com/r/9P8HRSL .

Voting shall close 5.00 PM (AEST) 15 September 2026. (The day before the AGM)

Voting members will be asked the following:

Special Resolution

I vote:

☐ FOR the adoption of the revised ARMS Constitution
☐ AGAINST the adoption of the revised ARMS Constitution

This allows votes to be counted and verified before the meeting.

4. During the AGM, the following processes shall be adopted:

- President to provide a brief overview of the proposed changes.
- President shall Invite questions from members.
- President will announce the number of valid votes received.
- President will ask whether any eligible voting members present have not yet voted.
- Allow those members to vote during the meeting.
- Combine pre-submitted votes with votes cast at the AGM.
- Declare the result.

Proxy Process

Members who vote electronically before the AGM will not need to appoint a proxy, as their vote will already be recorded and counted.

Only members who:

- have not voted electronically; and
- cannot attend the AGM

They will need to complete a proxy form – See attached form.

Hannah Allan, ARMS President

ARMS

Australasian Research Management Society

CONSTITUTION

Australasian Research Management Society Inc

Incorporating changes effective –16 September 2026

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Australasian Research Management Society Inc.

CONSTITUTION

1 Name

The name of the organisation shall be the **Australasian Research Management Society Inc**. (herein after referred to as ARMS or the Society).

2 Mission

ARMS is the peak professional body for Research Management Professionals in Australasia, supporting members to attain the highest standards in research management practice.

The Society shall fulfil its mission through:

- Advocacy and recognition of the importance of research management as an essential foundation for research.
- Empowering members to grow in the profession and practice of research management.
- Developing a strong, vibrant and connected community of members and stakeholders across research and research management.
- Such other activities as the membership shall adopt.

3 Membership Categories

3.1 Voting membership categories are:

3.1.1 **Individual**: Shall be open to individuals who at the time of their admission to membership are actively engaged in, or support the research enterprise or, are retired from the profession but wish to remain an active member. Each individual member shall have a single voting right.

3.1.2 **Corporate**: Shall be organisations that cover the dues of their registered, employed members, where such organisations are actively engaged in, or support the research enterprise. Corporate members may be classified through tiers as set out in the By-Laws with the maximum number of voting members in each tier as specified in the By-Laws. Corporate members may identify further non-voting registered members, as referenced in clause 3.2.2

3.1.3 **Life**: Shall be a person so honoured by the Society, as approved by the Board.

3.2 Non-voting membership categories are:

3.2.1 **Corporate**: shall be a person registered under a corporate membership, but who is not a voting member of that corporate membership.

3.2.2 **Honorary**: shall be an individual designated for honorary membership by the Board.

3.2.3 Application for membership must be made through the Society and the payment of dues as prescribed in accordance with clause 14.

3.2.4 A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Society on payment of the annual membership fee.

3.2.5 The Board reserves the right to reject an application for membership and must notify the applicant in writing as soon as practicable the reasons for this rejection.

3.2.6 A right, privilege, or obligation of a person by reason of membership of the Society –

3.2.6.1 is not capable of being transferred or transmitted to another person; and

3.2.6.2 terminates upon the cessation of membership whether by death or resignation or otherwise.

3.3 A member of the Society has the right:

3.3.1 to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules;

3.3.2 to submit items of business for consideration at a general meeting;

3.3.3 to attend and be heard at general meetings; and

3.3.4 to vote, pursuant to clause 3.1, in general meetings in accordance with clause 6.9; to have access to the minutes of general meetings and other documents of the Society as provided under clause 17.

3.4 The Society shall keep and maintain a register of members:

3.4.1 The register must contain the name, address, class of membership and organisational affiliation of each member and the date on which each member's name was entered on the register;

3.4.2 a member may make a request to the Secretary to restrict access to their personal information recorded in the register, as specified in section 59 of the Act; and

3.4.3 Subject to the Act and this Constitution, the register shall be available for inspection by any member upon request free of charge at a reasonable time. Pursuant to section 58 of the Act, the inspecting member may not use information from the register to contact or send materials to another member.

3.5 Members will cease to become members as follows:

3.5.1 failure to pay membership dues within a specified time period (as determined by the Society) from the due date;

3.5.2 resignation by notice in writing from the member to the Society;

3.5.3 expulsion of the member pursuant to the disciplinary process in clause 16;

3.5.4 death of the member;

3.6 The Secretary or delegated authority must record in the register of members the date on which the member ceased to be a member.

4 Chapters, Special Interest Groups and Networks

4.1 To further the Mission defined in clause 2, the Society shall be organised into Chapters, Special Interest Groups and Networks established by By-Laws determined by the Board.

4.2 **Chapters** consist of those members whose research management and/or research administration activities are in a specific geographical area. The Chapters are the basic unit of the Society, relating members to the Society's programs and activities.

4.3 **Special Interest Groups and Networks** consist of members with common areas of training or interest within the research management profession.

5 Affiliations

The Society may affiliate with, or accept as an affiliate, an Australasian or international association related to research or research management.

6 Meetings

6.1 Annual General Meeting

There shall be an annual general meeting of the Society to be held within 5 months after the end of each financial year.

6.1.1 The time and place shall be subject to the approval of the Board.

6.1.2 The notice convening the annual general meeting must specify that the meeting is an annual general meeting.

6.1.3 The ordinary business of the annual general meeting shall be –

6.1.3.1 to confirm the minutes of the previous annual general meeting and of any special general meeting held since that meeting;

6.1.3.2 to receive from the Board, reports upon the transactions of the Society during the last preceding financial year;

6.1.3.3 to receive the results of elections held pursuant to the By-Laws or failing a result to elect officers of the Society in accordance with clause 9 and other members of the Board in accordance with clause 7.9 and

6.1.3.4 to receive and consider the statement submitted by the Society in accordance with the requirements of the Act.

6.1.4 The annual general meeting may conduct any special business of which notice has been given in accordance with these Rules.

6.2 In addition to the annual general meeting the Board may convene a special general meeting of the Society whenever it thinks fit.

6.3 Special General Meetings

6.3.1 All general meetings other than the annual general meeting are special general meetings.

6.3.2 The Board may convene a special general meeting whenever it considers fit.

6.3.3 The Board must, on the request in writing of voting members representing not less than 20 per cent of the total number of members, convene a special general meeting of the Society.

6.3.4 The request for a special general meeting must:

6.3.4.1 state the objectives of the meeting;

6.3.4.2 be signed by the members requesting the meeting; and

6.3.4.3 be sent to the Secretary at the Society's nominated address.

6.3.5 If the Board does not cause a special general meeting to be held within one month after the date on which the request is sent to the address of the Secretary, the members making the request, or any of them, may convene a special general meeting to be held not later than 3 months after that date. Notice for such a special general meeting must be provided in accordance with clause 6.5 and the special general meeting may only consider the business stated in the request.

6.4 Special business

All business that is conducted at a special general meeting and all business that is conducted at the annual general meeting, except for business conducted under the rules as ordinary business of the annual general meeting, is deemed to be special business.

6.5 Notice

6.5.1 The Secretary of the Society must send to each member of the Society a notice stating the place, date and time of a meeting and the nature of the business to be conducted at the meeting. This notice must be at least 14 days before the date fixed for holding a general meeting of the Society, or if a special resolution has been proposed at least 21 days' notice must be given.

6.5.2 No business other than that set out in the notice convening the meeting may be conducted at the meeting.

6.6 Quorum

6.6.1 No item of business may be conducted at a general meeting unless a quorum of members entitled under these Rules to vote is present at the time when the meeting is considering that item.

6.6.2 The lesser of twenty members or 10% of the members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the conduct of the business of a general meeting. For purpose of this clause, a member is taken to be personally present if the member attends in person or participates by use of technology in accordance with clause 6.14. For clarity, members entitled to vote means individual members (clause 3.1.1) or identified voting members from corporate members (clause 3.1.2) or life members (clause 3.1.3).

6.6.3 If, within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present:

6.6.3.1 in the case of a meeting convened upon the request of members, the meeting must be dissolved; and

6.6.3.2 in any other case, the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned) at the same place.

6.6.4 If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members personally present (being not less than 15 or 5% of the members) shall be a quorum.

6.7 Presiding

6.7.1 The President, or in the President's absence, the Deputy President or delegate selected from the Board, shall preside as Chairperson at each general meeting of the Society.

6.8 Adjournment

6.8.1 The person presiding may, with the consent of a majority of members present at the meeting, adjourn the meeting from time-to-time and place to place.

6.8.2 No business may be conducted at an adjourned meeting other than the unfinished business from the meeting that was adjourned.

6.8.3 If a meeting is adjourned for 14 days or more, notice of the adjourned meeting must be given in accordance with clause 6.5.

6.8.4 Except as provided in clause 6.8.3, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned meeting.

6.9 Voting

6.9.1 Upon any question arising at a general meeting of the Society, a voting member has one vote only.

6.9.2 All votes must be given personally or by proxy.

6.9.3 In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

6.9.4 A member is not entitled to vote at a general meeting or special general meeting unless all moneys due and payable by the member to the Society have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

6.10 Poll

6.10.1 If at a meeting a poll (where votes are cast in writing) on any question is demanded by not less than 3 members, it must be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

6.10.2 A poll that is demanded on the election of a Chairperson or on a question of an adjournment must be taken immediately and a poll that is demanded on any other question must be taken at such time before the close of the meeting as the Chairperson may direct.

6.11 Manner of determining whether resolution carried

If a question arising at a general meeting of the Society is determined on a show of hands or via an alternative means as determined by the Chair:

6.11.1 a declaration by the Chairperson that a resolution has been:

6.11.1.1 carried; or

6.11.1.2 carried unanimously; or

6.11.1.3 carried by a particular majority; or

6.11.1.4 lost; and

6.11.2 an entry to that effect in the minute book of the Society is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

6.12 Proxies

6.12.1 Each voting member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 48 hours before the time of the meeting in respect of which the proxy is appointed.

6.12.2 The notice appointing the proxy must be for a meeting of the Society convened under clause 6, in the form provided with the notice of general meeting.

6.13 Chapters, Special Interest Groups and Networks

Meetings of Chapters, Special Interest Groups and Networks shall be conducted under rules to be approved by the Board.

6.14 Use of technology

6.14.1 A member not physically present at a general meeting may be permitted to participate in the meeting by the use of technology that allows that member, and the members present at the meeting to clearly and simultaneously communicate with each other.

6.14.2 For the purposes of this Part, a member participating in a general meeting as permitted under sub clause (6.14.1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person, with the Chairperson determining the method of casting votes for the applicable technology.

6.15 Minutes of meetings

The Secretary of the Society shall keep minutes of the resolutions and proceedings of each general meeting, and each Board meeting, together with a record of the names of persons present at general meetings and Board meetings.

7 The Board

7.1 The Board shall be the governing body of the Society and shall control and direct the affairs of the Society including its committees and publications and shall determine its promotion, policies, strategic planning and methods of evaluation of the progress made towards achievement of its mission and goals.

7.2 The Board:

7.2.1 shall control and manage the business and affairs of the Society and establish and oversee the operation and development of the strategic plan for the Society from time-to-time;

7.2.2 may, subject to this Constitution, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by this Constitution to be exercised by general meetings of the members of the Society; and

7.2.3 Subject to this Constitution, the Act and the Regulations, has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Society.

7.3 The Board may, in its absolute discretion, establish and/or dissolve an Executive Office, to be constituted by senior or management personnel of the Society. Except where otherwise required by law or determined by the Board, the role of the Executive Office shall be to manage the day-to-day operation of the Society on terms set by the Board in accordance with clause 7.4.

7.4 The Board may from time-to-time, in its absolute discretion and subject always to its obligations under law:

7.4.1 delegate some or all of its powers to the Executive Office or any committee or sub- committee formed or appointed by the Board, such committee may, but need not, comprise of or include members of the Board from time-to-time; and/or

7.4.2 revoke any such delegated authority or power in whole or in part; and/or

7.4.3 review, override or overrule any decision or actions made under a delegated authority or power granted by sub clause 7.4.1. Any exercise of powers under this clause 7.4 must be made by the Board in writing.

7.5 The Board shall consist of the following members:

7.5.1 The officers of the Society – President, Secretary, and Treasurer shall be appointed for a term of (3) three years.

7.5.2 General members – Six other members elected by the voting members, with at least one member residing outside of Australia; and one member who identifies as an Indigenous person. The appointment of a member who identifies as Indigenous person is a mandatory appointment. If following an election, no Indigenous member has been elected, the Board will seek to appoint (co-opt) a suitably qualified Indigenous person to fill this position. General members will be appointed for a two-year period and, subject to rotation as provided below, will not need to seek re-election for the second year of their appointment. At least two members shall retire at each general meeting, being those who have been longest in office since their last appointment provided that where more than three members who were last appointed at the same time would be eligible for retirement, only three members shall be determined to retire by agreement between them or failing agreement by the drawing of lots. In addition, subject to the maximum number of general members, the Board shall have the power at any time to co-opt up to two (2) individuals with specific skills, expertise or lived experience, including but not limited to an Indigenous representation, to ensure appropriate capability and representation on the Board.

7.5.2.1 Any co-opted position shall be reviewed prior to each election cycle. Where an ongoing need is identified, the Board may recommend an elected position, which must be openly advertised, elected by voting members at the next Annual General meeting.

7.5.3 The Board shall appoint in accordance with the procedures prescribed in the By-Laws, one of the six members elected under sub clause 7.5.2 to act as Deputy President. The Deputy President shall act as President in the case of absence or incapacity of the President.

7.5.4 A member may nominate for more than one Board position; however, one individual may hold only one board position at any time. If an existing Board member is elected to a second Board position, they must immediately resign from any existing Board position. The resignation takes effect upon acceptance of the newly elected position. Any resulting vacancy shall be filled in accordance with this Constitution.

7.5.5 The President of the Society shall be the chair of the Board.

7.6 A quorum for a meeting of the Board shall be one-half of the members. Unless otherwise specified, a decision may be ratified by a simple majority vote of the members present.

7.7 A member who is not physically present at a Board meeting may participate in the meeting by the use of technology that allows that member, and the members present at the meeting to communicate with each other clearly and simultaneously. For this purpose, a member participating in a meeting as permitted under this rule is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

7.8 The office of an Office Holder becomes vacant if the Office Holder:

7.8.1 ceases to be a member of the Society; or

7.8.2 becomes an insolvent under administration within the meaning of the Corporations Law; or

7.8.3 resigns from office by notice in writing given to the Secretary; or

7.8.4 otherwise ceases to be a member of the Board by operation of section 78 of the Act.

7.8.5 In the event of a vacancy in one or more of the six General Member positions, the President, following consultation with the Board, may appoint a member of the Society to fill the vacancy until the close of the Annual General Meeting, at which an election for the position must be conducted.

7.9 Annual Conference Open Board Meeting

At a scheduled Board meeting aligned with the Annual Conference, the Board shall permit members to attend as observers. Attendance by members shall be subject to a cap, determined by the President, having regard to venue capacity and orderly conduct of the meeting. The Board may, at its discretion, move into closed session for the consideration of confidential, sensitive or governance matters, during which, observers shall be excluded.

8 Duties of Office Holders

Note: The Act provides a wide definition of "Office Holder" which includes a member of the Board as well as a person (including an employee) who makes or participates in making decisions that affect the operations of the Society or a person who has the capacity to affect the Society's financial standing.

8.1 Each Office Holder must:

8.1.1 exercise the Office Holder's powers and discharge the Office Holder's duties with the degree of care and diligence that a reasonable individual would exercise if they were an Office Holder of the Society.

8.1.2 act in good faith in the Society's best interests and further the purposes of the Society.

8.1.3 not misuse the Office Holder's position.

8.1.4 not misuse information obtained in the performance of the Office Holder's duties as an Office Holder of the Society.

8.1.5 ensure that the Society's financial affairs are managed in a responsible manner.

8.2 An Office Holder who makes a business judgement is taken to meet the requirement of clause 8.1.1, and their equivalent duties at common law and in equity, in respect of the judgement if they:

8.2.1 make the judgment in good faith for a proper purpose; and

8.2.2 do not have a material personal interest in the subject matter of the judgement; and

8.2.3 inform themselves about the subject matter of the judgment to the extent they reasonably believe to be appropriate; and

8.2.4 rationally believe that the judgment is in the best interests of the Society.

An Office Holder's belief that the judgment is in the best interests of the Society is a rational one unless the belief is one that no reasonable person in their position would hold.

For the purposes of this clause 8.2, **business judgement** means any decision to take or not take action in respect of a matter relevant to the business operations of the Society.

8.2.5 In the exercise of the Office Holder's duties under this clause or at common law or in equity, the Office Holder may reasonably rely on information, including professional or expert advice, in good faith and after the Office Holder has made an independent assessment of the information, if that information has been given by:

8.2.6 an employee of the Society that the Office Holder believes on reasonable grounds to be reliable and competent in relation to the matters concerned; or

8.2.7 a professional adviser or expert in relation to matters that the Office Holder believes on reasonable grounds to be within the individual's professional or expert competence; or

8.2.8 another Office Holder in relation to matters within their authority or area of responsibility; or

8.2.9 a sub-committee of the Society that does not include the Office Holder.

In determining whether the Office Holder has made an independent assessment of the information or advice, regard must be had to the Office Holder's knowledge of the Society and the complexity of the structure and operations of the Society.

9 Election of Board members

9.1.1 Only members of the Society as set out at clause 3 are eligible for election as officers and office bearers. Existing and past officers and office bearers may seek election unless as specified below.

9.2 Election procedures shall be as prescribed in By-Laws.

9.3 A member of the Society is eligible for election to the Board as a member only if:

9.3.1 in relation to the six positions for members of the Board to hold office under clause 7.5.2 – the person is either a member of a committee or nominated by the committee of a Chapter (provided that a Chapter may not nominate more than one person); or

9.3.2 in relation to members of the Board to hold office under either sub-clause 7.5.1 or 7.5.2 – the person is a member of the Society nominated by two other members; and

9.3.3 the person has signed a consent to nomination, and the duly signed nomination document is lodged at the Society's registered office not less than 35 days before the day on which the annual general meeting is to be held.

9.4 President and Transition: The process for the appointment of the President and will occur as follows:

9.4.1 The term of office of the President shall be for three (3) years and shall normally commence at the close of the annual general meeting at which their election is announced and terminate at the close of the second following annual general meeting.

9.4.2 The President may seek re-election for a second term contiguous with their first term but thereafter must retire from the role of President at the end of their second term. A past President may seek election for the role of President in the future, provided that at least a period of at least two years has elapsed.

9.4.3 The incoming President will assume the role of President when the current President's term has ended. To ensure continuity of governance, a structured transition period shall apply to the office of President during which: a) the incoming President shall work alongside the incumbent President for a pre-determined handover period and (b) the duration and timing of the transition period shall be determined by the Board to ensure an effective transfer of leadership. Unless determined otherwise, the transition will be for a period of six (6) months.

9.4.4 The Deputy President shall act as President in case of absence or incapacity of the President.

9.5 In the event of a vacancy of the office of the President, the Deputy President shall become the President and shall act until an election is conducted at the next annual general meeting. If there is a vacancy in the same term in the offices of both President and Deputy President, the Board shall appoint an acting President from among the Board members until an election is conducted at the next annual general meeting.

9.6 Treasurer and Secretary: The term of office of the Treasurer and Secretary shall be for three (3) years and shall normally commence at the close of the annual general meeting at which their election is announced and terminate at the close of the third year following an annual general meeting. A Treasurer or Secretary may serve a maximum of two consecutive terms. Existing and past Treasurers and Secretaries may seek re-election, subject to this limitation. **Note**: The Act requires that the Secretary be a resident of Australia.

9.7 In the event of a vacancy in the office of Secretary or Treasurer, the President shall appoint a member of the Society to be the Secretary and/or Treasurer until the close of the annual general meeting next occurring at which meeting an election shall be conducted for the position. The term of office for a person so elected shall be for three (3) years terminating at the close of the third following annual general meeting.

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10 Conflicts of Interest

10.6 A member of the Board who has a material personal interest in a matter being considered at a Board meeting must, as soon as the member becomes aware of their interest in the matter, disclose the nature and extent of that interest to the Board.

10.7 A member of the Board who has a material personal interest in a matter being considered at a Board meeting must disclose the nature and extent of their interest in the matter at the next general meeting of the Society.

10.8 Clauses 10.1 and 10.2 do not apply in respect of a material personal interest:

10.8.1 that exists only because the member:

10.8.1.1is an employee of the Society; or

10.8.1.2belongs to a class of persons for whose benefit the Society is established; or

10.8.1.3that the member has in common with all, or a substantial proportion of, the members of the Society.

10.9 If a member of the Board discloses a material personal interest in a contract or proposed contract, in accordance with this clause and the member has complied with clause 10.7 or the member's interest is not required to be disclosed because of clause 10.3:

10.9.1 the contract is not liable to be avoided by the Society on any ground arising from the fiduciary relationship between the member and the Society; and

10.9.2 the member is not liable to account for profits derived from the contract.

10.10 A disclosure of a material personal interest required by clauses 10.1 and 10.2 must give details of:

10.10.1 the nature and extent of the interest; and

10.10.2 the relation of the interest to the activities of the Society.

10.11 The details referred to in clause 10.5 must be recorded in the minutes of the committee meeting at which the material personal interest is disclosed.

10.12 The Board must keep a conflict-of-interest register. The conflict-of-interest register must record the following:

10.12.1 the name and position of the member who has disclosed a material personal interest;

10.12.2 a description of the nature and extent of that interest;

10.12.3 any plan documenting actions required to mitigate the conflict.

10.13 A member of the Board who has a material personal interest in a matter that is being considered at Board meeting must not:

10.13.1 be present while the matter is being considered at the meeting.

10.13.2 vote on the matter.

10.14 Clause 10.7 does not apply in respect of a material personal interest:

10.14.1 that exists because the member belongs to a class of person for whose benefit the Society is established; or

10.14.2 that the member has in common with all, or a substantial proportion of, the members of the Society.

10.15 If there are not enough members of the Board to form a quorum to consider a matter because of clause 10.7:

10.15.1 one or more of the members of the Board (including those who have a material person interest in the matter) may call a general meeting; and

10.15.2 the general meeting may pass a resolution to deal with the matter.

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11 Indemnity of Office Holders

11.1 The Society:

11.1.1 must indemnify each person who is or has been an Office Holder against any liability incurred in good faith by the Office Holder in the course of performing their duties as an Office Holder.

11.1.2 may pay a premium for a contract insuring an Office Holder against that liability.

11.2 The Society may enter into an agreement or deed with an Office Holder under which the Society must do all or any of the following:

11.2.1 allow the Office Holder and the Office Holder's advisers access to the Society's books (including minute books) for any period agreed.

11.2.2 indemnify the Office Holder against any liability incurred by the Office Holder as an Office Holder.

11.2.3 keep the Office Holder insured for any period agreed in respect of any act or omission by the Office Holder while an Office Holder.

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12 By-Laws

12.1 The Board of the Society may determine and promulgate By-Laws for the effective operation of the Society on any matter including:

12.1.1 the establishment and rules for operation of any Chapter or Special Interest Group;

12.1.2 the establishment and operation of any standing or ad hoc committee;

12.1.3 the finances and financial procedures of the Society;

12.1.4 the establishment of member designations, qualifications and experience required to attain accreditation for specified designations and continuing education required to maintain accreditation for specified designations;

12.1.5 the establishment of tiers relating to membership through corporate organisations, including voting rights applicable to members within a tier;

12.1.6 entrance and annual membership fees of the Society (including separate fees for classes and tiers of membership or member designations);

12.1.7 principles for affiliation with or by any organisation; or

12.1.8 such other matters as the Board may deem appropriate.

12.2 By-Laws shall be promulgated to members by publication on the Society's web site or other publication.

12.3 The By-Laws must not be inconsistent with this constitution.

13 Finances

13.1 The Society shall be an incorporated association under the Act.

13.2 For each financial year, the Board must ensure that the requirements under the Act relating to the financial statements of the Society are met.

13.3 Funds

13.3.1 The Treasurer of the Society must themselves or ensure that the Executive Office must:

13.3.1.1 Collect and receive all moneys due to the Society and make all payments authorised by the Society; and

13.3.1.2 Keep correct accounts and books showing the financial affairs of the Society with full details of all receipts and expenditure connected with the activities of the Society.

13.3.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two officers of the Society or by one officer of the Society and some other person authorised by the Board committee for that purpose.

13.3.3 The funds of the Society shall be derived from annual subscriptions, donations, conference, workshop and event revenue and such other sources as the Board determines.

14 Membership Fees

14.1 Membership fees, where applicable, are to be paid annually.

14.2 Members whose fees are not paid within a grace period determined by the Board after written notice may have their membership terminated.

14.3 The annual membership fee may not be raised by more than 10% in any year except by resolution of a general meeting of the Society.

15 Notice to Members

15.1 Any notice that is required to be given to a member, on behalf of the Society, under these Rules may be sent to corporate, individual, life and honorary categories by electronic transmission to the members via the contact list of members.

15.2 Where the notice refers to a voting situation, the individual will be advised of their membership status (voting or non-voting).

15.3 Any reference to a notice pursuant to these Rules is to a notice in accordance with this clause 15.

16 Disciplinary Action

16.1 Grounds for Disciplinary Action

16.1.1 The Society may take disciplinary action against a member if the member: a) has refused or neglected to comply with these Rules; or b) has engaged in conduct unbecoming a member; or c) has engaged in conduct prejudicial to the interests, reputation or objectives of the Society.

16.2 Discipline Committee

16.2.1 The President may appoint a Discipline Committee to consider and determine any disciplinary matter.

16.2.2 The members of the Discipline Committee may be Directors, members of the Society or independent persons.

16.2.3 A person must not be appointed to the Discipline Committee if that person has a personal interest in the matter or is biased in favour of or against the member concerned.

16.2 Disciplinary Process

16.3.1 Before making a determination under this Rule, the Discipline Committee must give the member written notice:

(a) setting out the allegations and grounds for the proposed disciplinary action;

(b) specifying the proposed disciplinary action; and

(c) advising the member that they may provide a written response and/or appear before the Discipline Committee within 14 days of receiving the notice.

16.3.2 The Discipline Committee must:

(a) give the member a reasonable opportunity to be heard;

(b) consider any written submissions made by the member; and

(c) act in accordance with the principles of natural justice.

16.3 Disciplinary Measures

16.4.1 If, after following the process in Rule 16.3, the Discipline Committee determines that disciplinary action is warranted, it may resolve to:

(a) issue a warning or reprimand;

(b) suspend the member's membership for a specified period; or

(c) expel the member from the Society.

16.4 Notice of Decision

16.5.1 The Discipline Committee must notify the member in writing of:

(a) its decision;

(b) the reasons for the decision; and

(c) the member's right of appeal under Rule 16.6.

16.5 Appeal

16.6.1 A member who is suspended or expelled may appeal the decision of the Discipline Committee by giving written notice to the Secretary within 14 days of receiving notice of the decision.

16.6.2 Upon receiving a notice of appeal, the Board must consider the appeal within 28 days.

16.6.3 The Board must:

(a) give the member a reasonable opportunity to be heard;

(b) consider any written submissions made by the member;

(c) consider the reasons of the Discipline Committee; and

(d) determine whether to confirm, vary or revoke the decision.

16.6.4 The decision of the Board is final.

17. Disputes and Mediation

17.1 Application

17.1.1 The grievance procedure set out in this Rule applies to disputes under these Rules between:

(a) a member and another member;

(b) a member and the Board; and

(c) a member and the Society.

17.1.2 A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

17.2 Parties Must Attempt to Resolve the Dispute

17.2.1 The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

17.3 Appointment of Mediator

17.3.1 If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 17.2, the parties must within 10 days:

(a) notify the Board of the dispute;

(b) agree to or request the appointment of a mediator; and

(c) attempt in good faith to settle the dispute by mediation.

17.3.2 The mediator must be:

(a) a person chosen by agreement between the parties; or

(b) in the absence of agreement:

(i) if the dispute is between a member and another member, a person appointed by the Board; or

(ii) if the dispute is between a member and the Board or the Society, a registered mediator.

Note: A registered mediator includes a mediator appointed or employed by the Dispute Settlement Centre of Victoria or accredited by the Victorian Bar.

17.3.3 Subject to Rule 17.3.4, the Board may appoint any person as a mediator.

17.3.4 The Board must not appoint a person as a mediator if that person:

(a) has a personal interest in the dispute; or

(b) is biased in favour of or against any party.

17.4 Mediation Process

17.4.1 The mediator, in conducting the mediation, must:

(a) give each party every opportunity to be heard;

(b) allow due consideration by all parties of any written statement submitted by a party; and

(c) ensure that natural justice is accorded to the parties throughout the mediation process.

17.4.2 The mediator must not determine the dispute.

17.4.3 Any costs of mediation are to be paid:

(a) in accordance with any agreement reached between the parties; or

(b) if there is no such agreement, by the Society.

17.5 Failure to Resolve Dispute by Mediation

17.5.1 If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

This numbering aligns the model-rule based grievance provisions with a constitution that commences this section at Rule 16, while retaining the ARMS-specific Discipline Committee and Board appeal process.

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18 Custody and Inspection of Books and Records

a. 18.1 Except as otherwise provided in these Rules, the Secretary or delegate must keep in their custody or under their control all books, documents and securities of the Society.

b. Members may on request at a reasonable time inspect:

    i. the register of members, in accordance with clause 3.5;

ii. the minutes of general meetings;

iii. subject to clause 17.3, the financial records, minute books, securities, and any other relevant documents of the Society, including minutes of Board meetings.

c. Subject to the Act, the Board may refuse to permit a member to inspect records of the Society that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Society.

d. The Board must on request make copies of these Rules available to members and applicants for membership free of charge.

e. Subject to clause 17.3, a member may make a copy of any of the other records of the Society referred to in this rule and the Society may charge a reasonable fee for provision of a copy of such a record.

For purposes of this clause **relevant documents** means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the Association and includes the following:

i. its membership records;

ii. its financial statements;

iii. its financial records; and

iv. records and documents relating to transactions, dealings, business or property of the Society.

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19 Winding Up

a. The Society may be wound up voluntarily by special resolution.

b. In the event of the winding up or the cancellation of the incorporation of the Society, he surplus assets of the Society must not be distributed to any members or former members of the Society.

c. Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association, and which is not carried on for the profit or gain of its individual members.

d. The body to which the surplus assets are to be given must be decided by special resolution.

20 Amendments

The constitution may be amended as follows.

a. The Board shall submit all proposed amendments to the constitution to a review committee at least three months prior to the Annual General Meeting or Special General Meeting.

b. The committee shall review all proposed amendments and submit its recommendations to the Board.

c. The Board shall review the proposed amendments and send them, with its recommendations, to the membership thirty (30) days before the Annual General Meeting or Special General Meeting.

d. Subject to the Act, the proposed amendments shall be adopted when approved by not less than three quarters of the members voting in person or by proxy at an Annual General Meeting or Special General Meeting.

Note: Pursuant to section 50 of the Act, an alteration of these Rules does not take effect unless or until it is approved by the Registrar.

APPENDIX 1 – DEFINITIONS

1. "The Act" shall mean the *Associations Incorporation Reform Act 2012* (Victoria).

2. "Relevant documents" has the same meaning as in the Act.

3. "Rules" means this Constitution.

4. "Office Holder" has the same meaning as in the Act.

5. "Board" means the Board of the Society.

6. "Society" means the Australasian Research Management Society.

7. "Electronic transmission" means communications by email the World Wide Web or such electronic communications system as may replace it.

8. "In writing" shall include electronic and/or web transmission.

9. Where there is a requirement to "inform the membership" of any matter or to promulgate or publish any matter to members of the Society, inclusion of such information within the Society's web site shall constitute appropriate advice.

AUSTRALASIAN RESEARCH MANAGEMENT SOCIETY INC (Society) ABN 57 334 849 485

REPORT TO THE ANNUAL GENERAL MEETING BY THE ARMS TREASURER, DR LACHLAN DOUGHNEY

I am pleased to provide an update on the Society's financial position for 2025/2026. Please refer to Attachment G which contains the draft Financial Statements for the year ended 30 June 2026. These statements remain subject to finalisation and completion of the external audit by BDO Australia.

ARMS recorded a surplus of AUD$51,045 for 2025/2026, compared with AUD$73,682 in 2024/2025. At face value, this represents another positive financial year for the Society. However, it is important to consider the result in the broader context of the Society's underlying financial position. Non-recurring factors contributed to the positive result this year, particularly the departure of a key staff member. If this and other minor factors had not occurred, the Society would have recorded a small underlying deficit. This is an important consideration for the Board as it looks beyond the annual result and considers the long-term sustainability and growth of the Society.

The overall financial position of ARMS nevertheless remains very healthy. The Society has continued to build its asset base and maintains strong cash and investment reserves. The fact that ARMS has delivered a positive result in three consecutive years, albeit with a declining surplus compared to the significant surplus of 2023/2024, demonstrates that the Society is operating broadly around the right financial settings. The challenge now is to mature those settings further so that the Society can sustainably invest in its future growth and capability.

Total revenue and other income increased to AUD$1.705 million, from AUD$1.485 million in 2024/2025. Conference revenue rose to AUD$1.043 million, compared with AUD$857,498 in the prior year. Membership revenue increased to AUD$306,011 and accreditation revenue increased to AUD$239,572. In this context, the conference program continues to be the core strength of the Society. Registrations and participation have continued to exceed expectations, with the Melbourne conference contributing to an excellent financial year for ARMS and demonstrating the strength of the Society's events proposition. With strong registrations already being seen for Perth, the outlook for the conference program remains very positive and we expect another strong year of participation and revenue.

Despite the success of the conference, other revenue streams are important, including accreditation revenue. Our programs represent a smaller revenue stream for the Society than conferences, but it is an important component of ARMS' overall financial sustainability and member offering. The review and refresh of our offerings in this space therefore need to ensure that they are both relevant and valuable to members while establishing a sustainable model for revenue generation and future growth.

Operating expenditure increased to AUD$1.654 million, from AUD$1.411 million in 2024/2025. The largest movement was in conference expenditure, which increased to AUD$631,435 in line with the higher level of conference activity. These investments support the Society's capacity to deliver member services, accreditation, professional development and major events.

There is also a broader opportunity for the Society to consider the scale and capability of its office. ARMS has continued to grow in its activities, membership services, conferences, accreditation and professional development, and the Society should ultimately have an FTE profile that is appropriate when compared with other mature international research management societies. Achieving this will require careful consideration of how our existing revenue streams can be matured, diversified and grown to provide a sustainable basis for increasing the capacity of the ARMS office. Growth in staffing should not simply be viewed as an increase in expenditure, but as an investment in the capability required to support a larger and more effective professional association.

ATTACHMENT F - TREASURER'S REPORT 2025/2026

ARMS continues to maintain a strong balance sheet. Net assets increased to AUD$1.427 million at 30 June 2026, from AUD$1.376 million at 30 June 2025. The Society held cash and cash equivalents of AUD$1.081 million and investments valued at AUD$1.250 million. Total liabilities were AUD$1.361 million, including deferred income of AUD$1.095 million.

Cash flow from operating activities was an outflow of AUD$99,916, compared with an inflow of AUD$205,403 in the prior year. The reduction primarily reflects payments to suppliers of AUD$1.795 million during the year, including the higher costs associated with delivering conference activities. Despite the operating cash outflow, the Society's cash and investment holdings continue to provide a sound financial base and give the Board considerable capacity to invest strategically in the Society's future.

Looking ahead, the Board should continue to take a prudent but growth-oriented approach to financial management. The Society's strong balance sheet provides an excellent foundation, while the minor positive results achieved over the past two years indicate that we are operating broadly around the right financial settings. The priorities should therefore be to maintain the strength of the conference program, successfully refresh and grow professional accreditation to generate sustainable revenue, continue to strengthen membership revenue, and identify opportunities to mature and diversify the Society's revenue base. This will allow ARMS to progressively build the capacity of its office and support the Society's Towards 2030 ambitions.

Lachlan D

Dr Lachlan Doughney
ARMS Treasurer

ATTACHMENT G-AUDITED FINANCIAL REPORT FOR FY2026

AUSTRALASIAN RESEARCH MANAGEMENT SOCIETY INC

ABN 57 334 849 485

ANNUAL REPORT

FOR THE YEAR ENDED
30 JUNE 2026

AUSTRALASIAN RESEARCH MANAGEMENT SOCIETY INC
ABN 57 334 849 485

ANNUAL REPORT
FOR THE YEAR ENDED 30 JUNE 2026

CONTENTS

AUSTRALASIAN RESEARCH MANAGEMENT SOCIETY INC
ABN 57 334 849 485

COMMITTEE'S REPORT
FOR THE YEAR ENDED 30 JUNE 2026

The Committee members present the financial report for the Australasian Research Management Society Inc (the Society) for the year ended 30 June 2026.

COMMITTEE MEMBERS

The names of the Committee members throughout the year and at the date of this report are:

Dr Tania Bezzobs (President - resigned 24/09/2025)
Mrs Hannah Allan (President)
Dr Lachlan Doughney (Treasurer)
Dr Louise Dwyer (Secretary)
Ms Jaylene Wehipeihana (resigned 24/09/2025)
Dr Denise Dillon (appointed 24/09/2025)
Ms Emma Collyer (resigned 24/09/2025)
Ms Sharon Aburn
Ms Amber Jennings
Ms Tara McLaren
Dr Michael Baker (appointed 24/09/2025)

PRINCIPAL ACTIVITIES

The principal activities of the Society during the financial year were:
- to encourage the professional development of research managers and research administrators
- to promote the profession of research management and enhancement of the research enterprise
- to establish a strong and effective professional network of research managers and research administrators at all levels and based on a verity of setting through personal relationships, presentations, formal and informal meetings and publications
- the development and promotion of professional standards for research management and research administration throughout Australasia consistent with international best practice

GENERAL INFORMATION

The financial statements cover Australasian Research Management Society Inc. as an individual entity. With the registered office at Flinders University, Research services Office Room B1, Basement Level, Sturt Road, Bedford Park SA 5042. The financial statements are presented in Australian dollars which is Australasian Research Management Society Inc's the functional and presentational currency.

SIGNIFICANT CHANGES

No significant change in the nature of the entity's principal activities occurred during the year.

OPERATING RESULT

The operating profit / (loss) of the society for the current and previous annual periods were as follows:

	Profit / (loss)
Current period	51,045
Prior period	73,682

LIKELY DEVELOPMENTS

The Committee has determined that there are no likely development that would affect the operations of the entity in future years.

Signed in accordance with a resolution of the council members of the Society.

President
Date:
Adelaide, South Australia

Treasurer
Date:
Adelaide, South Australia

AUSTRALASIAN RESEARCH MANAGEMENT SOCIETY INC
ABN 57 334 849 485

STATEMENT BY MEMBERS OF THE COMMITTEE

The financial statements attached to this statement by members of the committee present fairly, in all material respects, the financial position and financial performance of Australasian Research Management Society Inc during and at the end of the financial year ending 30 June 2026.

Signed in accordance with a resolution of the council members of the Society.

President	Treasurer
Date:	Date:
Adelaide, South Australia	Adelaide, South Australia

AUSTRALASIAN RESEARCH MANAGEMENT SOCIETY INC
ABN 57 334 849 485

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2026

	Note	2026 AU$	2025 AU$
Revenue	3	1,614,911	1,397,883
Other Income	3	90,519	87,160
		1,705,430	1,485,043
Operating Expenses			
Chief operating officer expense	12	197,014	191,963
Finance Officer		104,371	101,094
Conference & Major Events Coordinator		125,285	119,380
Accreditation Program Administrator		129,332	123,565
Administrative officer		100,569	95,492
Professional Development Manager		142,804	85,438
Chapter expenses		27,934	42,774
Executive expenses		26,113	23,498
Conference expense		631,435	453,337
Award expense		6,967	8,482
Special interest groups		584	3,216
Administrative expenses		87,340	86,338
Amortisation		6,120	12,023
Website		11,307	11,307
Accreditation expenses		57,210	53,454
		1,654,385	1,411,361
Profit / (loss) for the year		51,045	73,682
Other comprehensive income for the year			
Other comprehensive income for the year		-	-
Total comprehensive income for the year		51,045	73,682

The above statement of profit or loss and other comprehensive income should be read in conjunction with the accompanying notes.

AUSTRALASIAN RESEARCH MANAGEMENT SOCIETY INC
ABN 57 334 849 485

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2026

	Note	2026 AU$	2025 AU$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	4	1,081,257	1,181,173
Trade and other receivables	5	288,157	269,760
Prepayments		126,344	244,046
Investments	6	1,249,924	1,169,127
TOTAL CURRENT ASSETS		2,745,682	2,864,106
NON-CURRENT ASSETS			
Non-current prepayments		27,474	-
Intangible assets	7	15,293	13,767
TOTAL NON-CURRENT ASSETS		42,767	13,767
TOTAL ASSETS		2,788,449	2,877,873
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	8	266,506	359,565
Deferred income		1,094,982	1,142,391
TOTAL CURRENT LIABILITIES		1,361,488	1,501,956
TOTAL LIABILITIES		1,361,488	1,501,956
NET ASSETS		1,426,961	1,375,917
EQUITY			
Retained Earnings		1,426,961	1,375,917
Total equity		1,426,961	1,375,917

The above statement of financial position should be read in conjunction with the accompanying notes.

AUSTRALASIAN RESEARCH MANAGEMENT SOCIETY INC
ABN 57 334 849 485

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2026

	Note	2026 AU$	2025 AU$
CASH FLOWS FROM OPERATING ACTIVITIES			
Members' & customers' receipts		1,692,219	1,562,134
Payments to suppliers		(1,794,842)	(1,367,395)
Interest received		2,707	10,664
Net cash inflow/(outflow) from operating activities		(99,916)	205,403
Net increase/(decrease) in cash and cash equivalents		(99,916)	205,403
Cash and cash equivalents at beginning of period		1,181,173	975,770
Cash and cash equivalents at end of period	4	1,081,257	1,181,173

The above statement of cash flows should be read in conjunction with the accompanying notes.

AUSTRALASIAN RESEARCH MANAGEMENT SOCIETY INC
ABN 57 334 849 485

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2026

	Retained Earnings AU$	Total AU$
At 1 July 2024	1,302,235	1,302,235
Profit / (loss) for the year	73,682	73,682
Other comprehensive income	-	-
Total comprehensive income for the year	73,682	73,682
At 30 June 2025	1,375,917	1,375,917
Profit / (loss) for the year	51,045	51,045
Other comprehensive income	-	-
Total comprehensive income for the year	51,045	51,045
At 30 June 2026	1,426,961	1,426,961

The above statement of changes in equity should be read in conjunction with the accompanying notes.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2026

Note 1 Material Accounting Policy Information
The accounting policies that are material and adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

New or amended Accounting Standards and Interpretations adopted
The incorporated association has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been early adopted. The adoption of these Accounting Standards and Interpretations did not have any significant impact on the financial performance or position of the incorporated association.

The following Accounting Standards and Interpretations are most relevant to the incorporated association:

(a) Basis of Preparation
The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards - Simplified Disclosure Requirements of the Australian Accounting Standards Board (AASB) and the Associations Incorporation Reform Act 2012. The Society is a not-for-profit entity for the financial reporting purposes under Australian Accounting Standards.

The financial statements, except for the cash flow information, have been prepared on an accrual basis and are based on historical costs, modified, where applicable, by the measurement at fair value of financial assets. The amounts presented in the financial statements have been rounded to the nearest dollar.

(b) Revenue Recognition
Membership
Membership revenue is measured at the fair value of the consideration received and is brought to account as revenue in the year it relates. The membership period covers 1 July to 30 June each year.

Interest
Interest revenue is recognised as interest accrues using the effective interest method. The effective interest method uses the effective interest rate which is the rate that exactly discounts the estimated future cash receipts over the expected life of the financial asset.

Note 1 Material Accounting Policy Information (continued)

Conference
Conference revenue is recognised when the conference is held.

Accreditation
Accreditation income is recognised when the program is delivered.

Other Income
Other income is recognised when it is received or when the right to receive payment is established.

(c) Income Tax
As the incorporated association is a non-profit scientific organisation in terms of subsection 50-5 of the Income Tax Assessment Act 1997, as amended, it is exempt from paying income tax.

(d) Cash and Cash Equivalents
For the purposes of the Statement of Cash Flows, cash and cash equivalents includes cash on hand and at bank, deposits held at call with financial institutions, other short term, highly liquid investments with maturities of three months or less, that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

(e) Trade Receivables
Other receivables are recognised at amortised cost, less any allowance for expected credit losses.

Note 1 Material Accounting Policy Information (continued)

(g) Trade and Other Payables
Trade and other payables represent liabilities for goods and services provided to the Society prior to the year end and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition. All trade and other payables are non interest bearing.

(h) Financial Assets
Investments and other financial assets are initially measured at fair value. Transaction costs are included as part of the initial measurement, except for financial assets at fair value through profit or loss. Such assets are subsequently measured at either amortised cost or fair value depending on their classification. Classification is determined based on both the business model within which such assets are held and the contractual cash flow characteristics of the financial asset unless, an accounting mismatch is being avoided.

Financial assets are derecognised when the rights to receive cash flows have expired or have been transferred and the consolidated entity has transferred substantially all the risks and rewards of ownership. When there is no reasonable expectation of recovering part or all of a financial asset, it's carrying value is written off.

Financial assets not measured at amortised cost or at fair value through other comprehensive income are classified as financial assets at fair value through profit or loss. Typically, such financial assets will be either: (i) held for trading, where they are acquired for the purpose of selling in the short-term with an intention of making a profit, or a derivative; or (ii) designated as such upon initial recognition where permitted. Fair value movements are recognised in profit or loss.

(i) Accounting Standards Issued but not yet Effective
Certain new accounting standards and interpretations have been published that are not mandatory for reporting periods ending 30 June 2026. At the date of authorisation of the financial statements, the Standards and Interpretations in issue but not yet effective or adopted were not expected to have a material impact.

(j) Comparative Figures
When required by accounting standards, comparative figures have been adjusted to conform to changes in presentation for the current year.

Note 2 Accounting Estimates and Judgements

The Committee evaluate estimates and judgments incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Society.

	2026 AU$	2025 AU$
Note 3 Revenue and Other Income		
Revenue		
Membership	306,011	297,181
Conference	1,042,596	857,498
Accreditation	239,572	216,606
Sponsorship	26,050	24,689
Advertising	682	1,909
	1,614,911	1,397,883
Other Income		
Interest	2,707	10,664
Managed Funds Distributions received	46,130	28,140
Fair Value Movement on Financial Assets measured at FVTPL	41,573	48,248
Other Income	109	108
	90,519	87,160
Note 4 Cash and Cash Equivalents		
Cash at bank	1,081,257	1,181,173
	1,081,257	1,181,173
Note 5 Trade and Other Receivables		
Trade receivables	282,393	269,760
Other receivables	5,764	-
	288,157	269,760
Note 6 Investments		
Financial Assets at Fair Value Through Profit or Loss	1,249,924	1,169,127

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2026

	2026 AU$	2025 AU$
Note 7 Intangible Assets		
Software		
At cost	189,615	189,615
Accumulated amortisation	(189,615)	(183,494)
Capital WIP	15,293	7,646
	15,293	13,767
Reconciliation of Software		
Balance at the beginning of the year	13,767	18,144
Amortisation	(6,120)	(12,023)
Capital WIP	7,647	7,646
Closing carrying value	15,294	13,767
Note 8 Trade and other payables		
Accounts Payable	31,122	108,082
Accrued Expenses	199,890	228,747
GST Payable	35,494	22,736
	266,506	359,565

Note 9 Contingent liabilities

The incorporated association had no contingent liabilities as at 30 June 2026 and 30 June 2025.

Note 10 Events after the Reporting Period

No matter or circumstance has arisen since 30 June 2026 that has significantly affected, or may significantly affect the incorporated association's operations, the results of those operations, or the incorporated association's state of affairs in future financial years.

Note 11 Auditors Remuneration

Audit of the financial statements	12,250	9,500
Non assurance services - compilation of financial statements	1,750	1,750
	14,000	11,250

Note 12 Related Party Transactions

Key Management Personnel

The aggregate compensation made to officers and other members of key management personnel is set out below:

	2026	**2025**
	AU$	**AU$**
Aggregate Compensation	197,014	191,963

The compensation disclosed in this note includes compensation paid to key management personnel on behalf of the Society.

Transactions with related parties

Other than remuneration of key management personnel, there were no transactions with related parties during the current and previous financial year.

Receivable from and payable to related parties

There were no trade receivables from or trade payables to related parties at the current and previous reporting date.

Loans to/from related parties

There were no loans to or from related parties at the current and previous reporting date.

AUSTRALASIAN RESEARCH MANAGEMENT SOCIETY INC
ABN 57 334 849 485

CERTIFICATE BY MEMBERS OF THE COMMITTEE

I, _______________ of ______________________________

and I _______________ of ______________________________

certify that

a We are members of the Committee of Australasian Research Management Society Inc
b We attended the annual general meeting of the Society held on
c We are authorised by the attached resolution of the Committee to sign this certificate
d This annual statement was submitted to the members of the Society at its annual general meeting

President

Treasurer

Dated this day of