



Nomination Guide for Board Members 2025

NOMINATIONS CLOSE – 5PM AEST, FRIDAY, 25 July 2025

The Board of ARMS is made up of **NINE (9) Office Holders who are volunteer, financial members of ARMS:** The officers of the Society include: President, President Elect, Treasurer and Secretary) and five General Members.

Nominations are now being called for the following positions:

- **Officer of the Society - Treasurer (1 position)**
- **General Member (2 positions only)**
- **General Member – International (1 position)¹**

The successful candidates will be announced at the Annual General Meeting to be held online on **Wednesday the 24th of September 2025.**

DESCRIPTION OF ROLES AND TERM OF OFFICE FOR VACANT ROLES

TREASURER (2-year term) – 1 POSITION ONLY

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

The Treasurer has responsibility for:

- Collaborating with the Society's Management Accountant to ensure all accounts are accurately recorded, kept up to date, and supported by a clear audit trail.
- Financial accountability including planning and budgeting.
- Advising the Board on financial strategy including preparation of financial reports, both current and forecasts, and management of investments.
- Attending and participating in all scheduled ARMS Board meetings as well as an ex-officio member of the Governance, Finance and Audit Committee (GFAC).
- Regular liaison with the Society's Management Accountant and coordination of transactional operations.
- Being informed about the Society's mission, governance structure, and programs.
- Preparation and presentation of the Society's Annual Financial Statement for endorsement by our membership at the AGM.
- Assisting the Board in carrying out its legal obligations; and
- Ensuring that the Society's mission and goals under the [ARMS Strategic Plan: Towards 2030](#) are being achieved.

Attributes

In deciding to nominate, the candidate must be:

- Experienced in and passionate about the profession of research management and administration.
- Prepared to commit **a minimum of one (1) day per month** in a voluntary capacity.

¹ The position is reserved for a member residing outside of Australia in accordance with the ARMS Constitution and By-Laws.

- Able to participate in regular GFAC meetings, as required (either face-to-face or online); and
- Be prepared to commit and receive support from your organisation to attend regular meetings of the ARMS Board – two in-person meetings annually (full day meetings) and up to four (4) online meetings (partial days). Meetings are typically scheduled November (online induction meeting for the newly appointed Board), February (in-person/full day), April (online/partial day), June (online/partial day), August (online/partial day) and September (in-person/full day).
- Be willing to obtain a relevant police clearance check before commencing in the role.

To be successful in the role, the candidate will need to:

- Demonstrate finance experience/experience in a finance role or is prepared to acquire the skills necessary.
- Strong written and oral communication skills.
- A broad understanding of compliance issues and generally familiar with the legal duties and responsibilities of a Board member; and
- The knowledge and experience needed to provide advice on a wide range of national and international matters pertaining to the profession of research management and administration.

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

GENERAL MEMBER – INTERNATIONAL (2-year term) – 1 POSITION ONLY.

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

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

The successful candidate shall be responsible for:

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

Attributes

In deciding to nominate, the candidate must:

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

SELECTION CRITERIA:

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

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

NOTE: Candidates for each of the above roles are advised to address the required attributes in their biography. The biography will demonstrate:

- (a) that the applicant possesses the attributes required for the role and,
- (b) how the applicant's qualification(s) and/or experience will enable them to fulfil the responsibilities of the role for which they are nominating.

NOMINATIONS:

- In accordance with clause 9 of the [ARMS Constitution](#), Only members of the Society as set out in clause 3 are eligible for election as an office holder.
- Individuals may self-nominate or be nominated by another person and must be financial members of ARMS (either through a corporate membership or as an individual).
- A valid nomination shall consist of:
 - A completed nomination template that has the signatures of the proposer, seconder, and nominee. The proposer and seconder must also be financial members of the Society.
 - A biography demonstrating:
 - (a) that the applicant possesses the attributes required for the role and,
 - (b) how the applicant's qualification(s) and/or experience will enable them to fulfil the responsibilities of the role for which they are nominating.
- Nominations must be received by the published deadline.
- The ARMS Governance, Finance and Audit Committee (GFAC) will follow the "GFAC operating principles and processes for assessing nominations for board positions". In brief, GFAC will assess all nominations including nominations from Board members who are seeking re-election to ensure that each candidate possesses the attributes to fulfil the requirements of the role for which they are nominating.
- All nominees must observe the [ARMS Member's Code of Conduct](#) before submitting a nomination. If a nominee is successful, they will be required to operate within the Society's Code of Conduct.
- If the number of suitable nominations received equals the number of vacancies to be filled, the persons nominated **shall be deemed elected**.
- If insufficient nominations are received to fill all vacancies, further nominations may be called for by the ARMS Board.
- If the number of nominations exceeds the number of vacancies to be filled, **a ballot will be held**.
- The results of the ballot will be ratified at the Society's Annual General Meeting (AGM) (please see Election Cycle Dates below); and
- If a ballot is not necessary, the individual will be notified, and the results published in the Society's e-newsletter and the ARMS website.

An Office Holder **is an unpaid voluntary role**.

ELECTION CYCLE KEY DATES 2024:

Timeline	Activity	Comments
Friday, 27 June 2025	Call for Nominations.	Call to be published on the ARMS website and in the ARMS e-newsletter. Separate email to be distributed to all members for the initial announcement and a day before nominations close.
Friday, 25 July 2025	Closing Date for Nominations Nominations shall be received at least thirty-five days prior to the AGM. Nominations to be sent to: ARMSAdmin@researchmanagement.org.au	If insufficient nominations are received to fill all vacancies, further nominations may be received at the AGM.
28 July – 1 August 2025	ARMS Governance, Finance and Audit Committee shall complete assessing all nominations received, in line with the Governance, Finance and Audit Committee Operating Principles and Processes for Assessing Nominations for Board Positions. Candidates will be advised of the status of their nominations by the ARMS Executive Office.	Refer to the “Governance, Finance and Audit Committee Operating Principles and Processes for Assessing Nominations for Board Positions”.
	If Ballot not Required Nominations shall be reported to the membership in writing at least 30 days prior to the start of the AGM.	If the number of nominations received equals the number of vacancies to be filled, the persons nominated shall be deemed elected.
Procedures and Key Dates in the Event of a Ballot		
Wednesday, 6 August 2025	The Returning Officer shall cause ballots to be made available to all voting members only at least thirty (30) days prior to the start of the AGM using the following procedures: a. The ballot shall list the names of all the nominees and be accompanied by voting instructions. b. All ballots, to be valid, must be received by the Returning Officer on or before the tenth (10 th) day prior to the date of the AGM. c. The Returning Officer shall be responsible for reporting the election results to the ARMS Board.	Formal announcement of ballot to be made to all voting members only . Voting shall occur via an online voting system. NOTE: Only voting members are invited to vote.
Wednesday, 3 September 2025	Closing date for Ballots All ballots, to be valid, must be received by the Returning Officer on or before the tenth (10 th) day prior to the date of the AGM.	
Monday, 15 September 2025	The President of the Society (or delegate) shall notify all candidates of the results of the	

	election at least five (5) days prior to the AGM.	
Wednesday, 24 September 2025	Online Annual General Meeting	All members of the Society shall be notified officially of the election results at the AGM. Details of this meeting will be disseminated by the ARMS Executive Office.
Friday, 17 October 2025	All ballots shall be available for audit by any Society member for at least thirty (30) days following the close of the AGM, after which time they may be destroyed.	
Note: (i) In the case of tie votes, the selection shall be made by secret ballot of the Board. (ii) If a voting member nominates for both an Officer of the Society and a General Member (including General Member International) position and is successful in polling for both positions, they will take up the Officer of the Society position and the candidate with the next highest number of votes will be elected as a General Member.		

Interested in becoming a member of the Board?

If you are interested in any of these roles and would like to find out more before completing your nomination form, please contact Maria Zollo, ARMS Chief Operating Officer, email ARMSCOO@researchmanagement.org.au or telephone +61 8 82012525 or +61 (0) 402 418 973.

NOMINATIONS CLOSE Friday, 25 July 2025 – Please email your nominations to:
ARMSAdmin@researchmanagement.org.au