[](https://u1975523.ct.sendgrid.net/wf/click?upn=F4Jmxw89yOaF-2FrUaIZqlX7js0r91xAvgi4fKuHA-2Bp-2Fov4yrYDfDZ1QJVcIha-2BQLC_xXpU6HnpH7tCUYLv7L0uJQxr4xtOZoEqI2g-2BJm7zhgkU4w-2F05mZDEwUxTTtdgyrArOmmcZvBML7j6JXvXNQZOeAJEhTkFdvzxPod1LsbaFDXshHMo0zzcOQFAuqwEW1e1Ths1A9rCrYkT9HLsW8zkGbA8tsqHg0YmdBcCgdTQS5kujJ0XIpPV7m7HgJ6r3a254kpJhMz-2BKCn-2B2vTENnd1w-3D-3D)

**Nomination Guide for Board Members 2020**

**NOMINATIONS CLOSE – 5PM AEST on the 10th of September 2020 to** [**arms.adminofficer@flinders.edu.au**](mailto:arm.adminofficer@flinders.edu.au)

# There are currently eight (8) members of the ARMS Board: four Office-Bearer roles (President, President Elect, Treasurer and Secretary) and four Board Members.

Nominations are now called for the following ARMS Board positions; the terms of the current incumbents expire at the Annual General Meeting of ARMS on 26 November 2020.

* **President-Elect (1 position only)**
* **Secretary (1 position only)**
* **General Board Member (1 position only)**

# DESCRIPTION OF ROLES AND TERM OF OFFICE FOR VACANT ROLES

# PRESIDENT-ELECT (3 year term, 1 year as President elect then 2 years as President) – 1 POSITION ONLY.

# Attributes

# The successful candidate will be required to collaborate with the President to learn about the role in preparation for their presidency in the following year. During this term, the President-Elect becomes familiar with the governance structure of the Society and supports the President in delivering the ARMS [Strategic Plan: Towards 2025](https://www.researchmanagement.org.au/strategic-plan). The President-Elect shall have responsibility for:

# Attending scheduled Board meetings;

# Assisting the President in carrying out the Society’s legal obligations under the Associations Incorporations Reform Act (Vic) 2012 and the Corporations Act 2001;

# Upon delegation by the President, acting as a spokesperson for the Society; and

* Board representation on the ARMS Accreditation Council.

In deciding to nominate, the candidate:

* Must be passionate about the profession of Research Management and Administration and be prepared to act as an ambassador for the Society;
* Must be an established senior leader with strong governance, diplomacy, advocacy and leadership experience;
* Must be prepared to commit a minimum of **one day per week** in a voluntary capacity;

# Must also be prepared to participate in regular meetings of the ARMS Board either face to face or via virtual means (these are typically 6 hour meetings held in March, June, September and November) as well as attend shorter, 2 hour virtual meetings held intermittently throughout the year including the ARMS Accreditation Council meeting as the President’s delegate.

* It is essential that the President-Elect also contributes actively, promotes and attends the annual flagship conference of ARMS or other key meetings and events as required.

**Selection Criteria**

To be successful in this role, the candidate must:

* + Demonstrate highly developed leadership, policy development, communication and interpersonal skills;
  + Experience in leading people and achieving change;
  + Have a broad understanding of compliance as well as a general understanding of the legal duties and responsibilities of a Board member;
  + Demonstrate experience in managing areas of major risk in similar organisations/sectors/industries;
  + Display high level stakeholder management skills;
  + Have the ability to provide advice to the ARMS Board on a wide range of national and international matters pertaining to the profession of research management and administration; and
  + Be willing to obtain a relevant police clearance check before commencing in the role.

**SECRETARY (2 year term) - Please note** pursuant to clause 72 (2b) & (2c) of the Associations Incorporations Reform Act (Vic) 2012, the successful candidate **must at least be 18 years of age and be a resident in Australia**. - **1 POSITION ONLY.**

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

# Attributes

# The Secretary performs a critical role in fostering communication and diligence through proper management and utilisation of important records such as minutes of the meeting of the ARMS Board and the Society’s Constitution and ByLaws.

In deciding to nominate, the candidate must:

* Be passionate about the profession of Research Management and Administration and be prepared to be an ambassador for the Society;
* Be prepared to commit and receive the support from your organisation to volunteer a **minimum two (2) days per month** in a voluntary capacity;

# Be prepared to commit and receive support from your organisation to attend regular meetings of the ARMS Board either face to face or via virtual means (these are typically 6 hour meetings held in March, June, September and November) as well as attend shorter, 2 hour virtual meetings held intermittently throughout the year;

* Be prepared to commit time and receive support from your organisation to attend meetings of the Governance, Audit and Finance Committee (GFAC) on a regular basis (these are typically 2 hour meetings, scheduled 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 will need to:

* Have relevant experience in similar governance type role(s);
* Have strong written and communication skills in order to prepare and write minutes of the Board’s meetings and other related papers as required;
* Have strong organisational and time management skills;
* Have a broad understanding of compliance as well as a general understanding of the legal duties and responsibilities of a Board member; and
* Have the ability to provide advice to the ARMS Board on a wide range of national and international matters pertaining to the profession of research management and administration.

# General Board Member (2 year term) – 1 POSITION ONLY.

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

General Board members play a critical role in advancing the work of the Society.

# Attributes

# The successful candidate is responsible for:

# Actively participating in ARMS Board activities and business;

# Ensuring that the Society’s mission and goals under the [ARMS Strategic Plan:Towards 2025](https://www.researchmanagement.org.au/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 to carry out its legal obligations.

In deciding to nominate, the candidate must:

* Be passionate about the profession of Research Management and Administration and be prepared to be an ambassador for the Society;
* Be prepared to commit and receive the support from your organisation to volunteer a **minimum two (2) days per month** in a voluntary capacity;

# Be prepared to commit and receive support from your organisation to attend regular meetings of the ARMS Board either face to face or via virtual means (these are typically 6 hour meetings held in November, March, June and September) as well as attend shorter, 2 hour virtual meetings held intermittently throughout the year;

* 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 in layman’s terms;
* 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.

***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**

# Only financial members of the Society are eligible for election as Office-Bearers or Board Members. Existing and past officers may seek re-election;

# Individuals may self-nominate or be nominated by another person;

# A valid nomination consists of:

# A nomination form 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.

# Further information about the roles and responsibilities of ARMS Board Members can be obtained from the ARMS COO or refer to descriptors above;

# 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 Society’s [Code of Conduct](https://www.researchmanagement.org.au/sites/default/files/uploaded-content/website-content/code_of_conduct_policy_2019_approved_05072019_0.pdf) 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 website.

**Expense Reimbursement for members of the ARMS Executive Committee**

# An ARMS Board Member is an unpaid voluntary role.

In accordance with **clause 2.2.1 (General Policy)** of the Society’s By-laws:

The Society shall reimburse Members of the Board for their expenses in travel and accommodation to attend Meetings of the Board or other meetings approved by the Board. Where costs of attendance at such meeting are supported by the Member’s employing organisation, the Society may, on request of that organisation, reimburse that organisation the costs (expenses) of attending the meeting in accordance with the [Travel and Accommodation Guidelines](https://www.researchmanagement.org.au/sites/default/files/uploaded-content/website-content/travel_and_accommodation_policy_approved_05072019.pdf).

However, where a meeting of the Board is aligned with the annual conference, the Board member’s entitlement shall only include: one night’s accommodation, transfer costs to attend the scheduled Board meeting and a complimentary conference registration (refer to By-Law 2.2.2 for conditions).  All other costs, including flights to attend the conference, accommodation during the week of the conference and other incidental costs shall be met directly by the Member’s employing organisation.

**In accordance with clause 2.2.2 (Annual Conference Attendance for Board Members) of the Society’s By-Laws:**

Board members shall be entitled to one complimentary conference registration when attending the annual conference. Board members will be expected to actively participate in and promote the annual conference, including but not limited to: promoting and supporting the delivery of the Annual General Meeting;  supporting the Conference Program Organising Committee with the review of conference abstracts; reviewing and recommending poster prize recipients and chairing of conference sessions and other special events. The complimentary registration will not be transferrable to another person.

# Election Cycle Key Dates

|  |  |  |
| --- | --- | --- |
| **Timeline** | **Activity** | **Comments** |
| 10 August 2020 | **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. |
| 10 September 2020 | **Closing Date for Nominations**  Nominations shall be received at least thirty five days prior to the AGM. Nominations to be sent to [ARMS.Adminofficer@flinders.edu.au](mailto:ARMS.Adminofficer@flinders.edu.au) | If insufficient nominations are received to fill all vacancies, further nominations may be received at the AGM. |
| 14-25 September 2020 | 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** | | |
| 28 September 2020 | 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:   1. The ballot shall list the names of all the nominees, and be accompanied by voting instructions. 2. All ballots, in order to be valid, must be received by the Returning Officer on or before the tenth (10th) day prior to the date of the AGM. 3. 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.  **Only voting members are invited to vote**. |
| 30 October 2020 | **Closing date for Ballots**  All ballots, in order to be valid, must be received by the Returning Officer on or before the tenth (10th) day prior to the date of the AGM. |  |
| 20 November 2020 | The President of the Society shall notify all candidates of the results of the election at least five (5) days prior to the AGM. |  |
| 26 November 2020 | Annual General Meeting | All members of the Society shall be notified officially of the election results at the AGM. The AGM will be held via zoom. Details of this meeting will be disseminated by the ARMS Executive Office. |
| 30 December 2020 | 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 Office-Bearer and Board Member position and is successful in polling for both positions, they will take up the Office-Bearer position and the candidate with the next highest number of votes will be elected as a committee member. | | |

**Interested?**

# 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 [Maria.Zollo@flinders](mailto:Maria.Zollo@flinders).edu.au or telephone +61 8 82012525 or +61 (0) 402 418 973.

**NOMINATIONS CLOSE 10 September to** [**arms.adminofficer@flinders.edu.au**](mailto:arms.adminofficer@flinders.edu.au)

**Version Control**

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| --- | --- | --- |
| **Version** | **Date** | **Edited by** |
| 1 | 19/4/17 | Marina Delpin |
| 2 | 2/5/17 | All GFAC members |
| 3 | 17/5/17 | Marina Delpin – incorporating GFAC members’ feedback and comments |
| 4 | 10/5/2018 | Maria Zollo and Marina Delpin |
| 5 | 29/3/2019 | Maria Zollo |
| 6 | August 2020 | Maria Zollo- Endorsed by GFAC |

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