

**Nomination Guide for Board Members 2021**

**NOMINATIONS NOW EXTENDED TO 5 PM AEST ON THE 27TH OF AUGUST 2021.**

# There are currently NINE (9) members of the ARMS Board: Four (4) Office-Bearer roles (President, President Elect, Treasurer and Secretary) and five (5) general committee 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 the 3rd of November 2021.

* **Treasurer (1 position)**
* **General Board Member (3 positions only – NOTE: 1 position to be filled by an ARMS member residing outside of Australia)**

# 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 her/his appointment.

The Treasurer has responsibility for:

* Maintaining accurate and current records and an audit trail of all accounts maintained by the Society;
* Financial accountability including planning and budgeting in accordance with the current ARMS Strategic Plan;
* 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 and as an ex-officio member of the Governance, Finance and Audit Committee (GFAC);
* Regular liaison with the Finance Officer 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 2025](https://www.researchmanagement.org.au/strategic-plan) 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 two (2) days per month** in a voluntary capacity;
* Able to participate in regular GFAC meetings, as required (either face-to-face or teleconferences); and

# Able to participate in scheduled Board meetings (typically November, January, March, May, July and September) as well as attend regular teleconferences held throughout the year.

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 BOARD MEMBER (2-year term) – 3 POSITIONS 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. While there are three vacant positions available this round, one of these positions is required to be filled by an ARMS member residing outside of Australia[[1]](#footnote-1)

# 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.

**Attributes**

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 [ARMS Member’s Code of Conduct](https://www.researchmanagement.org.au/sites/default/files/uploaded-content/website-content/arms_member_code_of_conduct_policy_approved_280521.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 the ARMS website.

# An ARMS Board Member is an unpaid voluntary role. During the current pandemic, all Board meetings have been conducted via video-conferencing. While mode of meetings for the next 12 months have yet to be determined, it is possible that the Board may arrange an in-person meeting when safe to do so. Expense reimbursements for attending an in-person meeting are detailed in the [ARMS By-Laws](https://www.researchmanagement.org.au/sites/default/files/uploaded-content/website-content/arms_by-laws_final_updated_4_may_2018.pdf).

# ELECTION CYCLE KEY DATES:

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| **Timeline** | **Activity** | **Comments**  |
| 19 July 2021  | **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.  |
| 27 August 2021  | **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   | If insufficient nominations are received to fill all vacancies, further nominations may be received at the AGM.  |
| by 2 September 2021  | 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**  |
| 6 September 2021  | 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**. |
| 8 October 2021  | **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. |  |
| 27 October 2021  | The President of the Society shall notify all candidates of the results of the election at least five (5) days prior to the AGM.  |  |
| 3 November 2021  | 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.  |
| 3 December 2021  | 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.edu.au or telephone +61 8 82012525 or +61 (0) 402 418 973.

**NOMINATIONS CLOSE 27th of August 2021 –** **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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1. In accordance with clause 8.5(b) of the [ARMS Constitution](https://www.researchmanagement.org.au/sites/default/files/uploaded-content/website-content/arms_constitution_final_approved_26_november_2020.pdf) [↑](#footnote-ref-1)