

## HECIS: Management Committee Structure and Appointment policy

<b>2.2</b>	<b>MANAGEMENT COMMITTEE STRUCTURE AND APPOINTMENT</b>
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Applies to: Management Committee members
Specific responsibility: Management Committee members, Office Manager

Version: 1
Date approved: <b>5.8.14</b>
Next review date: <b>Aug 21</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	Associations Incorporations Act 2009 HECIS Constitution(2017)
Contractual obligations	

### POLICY STATEMENT

This policy will apply to the annual election of members to the HECIS Management Committee and to the filling of casual vacancies.

The election of the management committee is required by our incorporation under Associations Incorporations Act 2009. The election process also ensures that the members of the organisation have the opportunity to nominate and select individuals that they judge to have the required skills and commitment to represent their interests in governing the organisation.

HECIS is committed to open and transparent election processes that aim to encourage suitable candidates for our management committee and the election of those most able to make a positive contribution to the organisation.

The organisation will endeavour to ensure that the Management Committee is composed of members that provide:

- an appropriate mix of skills and experience to meet the responsibilities of the Management Committee and the objectives of the organization
- appropriate representation of the interests of relevant groups
- diversity in backgrounds.

### PROCEDURES

The process for the election of the Management Committee and the appointment of office bearers is set out in detail in the HECIS Constitution.

#### Seeking nominations

The Office Manager will call for nominations from members from (1) one month prior to AGM scheduled date.

The AGM Chairperson will also call for final nominations at the appropriate time during the AGM.

Other nominations for positions will accepted from HECIS members and presented for acceptance at general committee meetings.

Other persons or groups with an interest in the furtherance of the purpose of HECIS may be nominated for the HECIS Committee by a HECIS member.

HECIS:

- will provide a standard nomination form.

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- may ask nominees to document their relevant skills and experience.
- providing prospective nominees with an information kit about the role and responsibilities of being on the board/management committee

Nominations should be formally submitted to the organisation's Secretary through the HECIS office.

### Conducting elections

The AGM will be held during the month of March each year.

The AGM will be chaired by the President or whomever the President/Management Committee nominates to do this.

The Annual reports and balance sheet will be presented, discussed and approved (if suitable) and then all positions of the committee will be declared vacant and a new committee will be elected.

(1) month notice is required for the Annual General Meeting:

- Members will be sent a nomination form, seeking nominations for the incoming committee.
- Nominations will be accepted by mail, electronically or in person and the Office Manager will be appointed the returning officer.
- Nominees are not required to attend the AGM in person provided they confirm willingness to accept position if voted onto the HECIS Committee.

### Appointing new management committee members

Following the election, all management committee members will be given a formal notice of appointment or renewal of appointment.

Each committee member shall hold office from the date of their election/appointment until the next AGM unless removed by a vote of the Committee members or by resignation.

### Appointing members to casual vacancies

A casual vacancy occurring in the Management Committee may be filled by a member appointed by the committee.

### DOCUMENTATION

Documents related to this policy	
Related policies	Incorporation Requirements Annual General Meeting Orientation and Induction for Management Committee Members Management Committee Role and Responsibilities
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-ordinator	HECIS Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	11.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	2.8.17	HECIS CoOrdinator	Aug 2018
4	31.8.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020

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6	15.9.20	HECIS CoOrdinator	Aug 2021
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