	SAAA POLICIES & PROCEDURES	
	Reference / Name	MGT 1.1.15-000 Appointment of National Councillors & Office Bearers.docm
	Revision No	000
	Revision Date	13 - 11 - 2017
	Owner	MCG

Purpose

To ensure appointment of National Councillors & Office Bearers who have the appropriate knowledge, capability, interpersonal skills and experience to discharge their responsibilities and obligations generally and for specifically appointed roles in the best interests of the Members.

Scope


This policy & procedure covers:

- a. Identification of election dates, the scope of positions and roles the subject of election and selected forum and method of election process
- b. Issuance of notices
- c. Nominations and review of nominees

Prerequisites

- a. The Members deserve a National Council and Office Bearers that offer a quality, experienced and committed management team to act in the best interests of Members
- d. All appointed National Councillors and Office Bearers have responsibilities in respect of general business IAW the Rules and the Act, and also in the capacity of portfolio managers in respect of specific management, operational and support functions
- e. Persons who seek to take up positions as National Councillors and Office Bearers must be nominated by a voting Member for specific Office Bearer and portfolio manager positions that are or are becoming vacant either due to retirement of current incumbents voluntarily or IAW the Rules or otherwise
- f. A person cannot be elected, appointed or act as a National Council or Office Bearer unless they are current financial Member
- g. In the case of positions to be determined at a general meeting of Members, the Hon. Secretary (SEC) will issue notices to the Members advising of positions and the associated portfolio manager roles that are or are becoming available and invite nominations to be submitted. These invitations will include goal statements for each available position and role, and state the intended election date. Notices must be issued at least 6 weeks prior to an intended election date
- h. A Nominee must submit a nomination form no later than 3 weeks prior to the intended election date; a nomination should be accompanied with a:
 - Brief statement (no more than approximately 200 words) that demonstrates a Nominee's knowledge, capability, interpersonal skills and experience to discharge their responsibilities and obligations generally IAW the Rules and the Act and for the specific role in the best interests of the Members
 - Declaration of commitment

Nomination forms must be completed correctly, in full and be signed by both the Nominee and a Voting Member before they can be accepted

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- i. Whether a position appointment is to be determined by a general meeting of Members or otherwise by the National Council, the President in the capacity of Mgr. Corporate Governance (MCG) will delegate a nominee review process to a panel of at least two Members, who are ideally independent of a current National Council and who will under normal circumstances be prevailing appointed internal auditors. The panel must advise the President whether they consider any nominee(s) to be “suitably qualified” or not; and election papers or advice to National Council as relevant will note the panel’s finding accordingly so as to provide additional information to assist Members or National Councillors when casting their votes.

The panel should form an experience / judgement based view of the adequacy of any nominee(s) in the context of a nominated position and role whilst considering the following criteria:

- Knowledge
- Capability
- Interpersonal skills
- Experience

- j. Prevailing portfolios and associated goal statements will be IAW the prevailing published Business Plan and generally IAW policy & procedure MGT 1.1.03-000 Organisation Structure

Notwithstanding, some portfolios are linked to specific Office Bearer positions as follows:


- Corporate Governance - President
- Finance - Hon. Treasurer
- Business Planning - Hon. Secretary
- Administration & IT - Vice President & Hon. Secretary

Other portfolios associated with technical and Member service functions will generally be assigned to National Councillors who are not appointed as Office Bearers

- k. In the case of an election(s) at a general meeting of Members, the election process will be defined, advertised and managed by the President and can be expected to take the form of either an electronic voting process, or a ballot or show of hands at the general meeting of Members IAW the Rules. In the event of selection of a nominee(s) by National Council, the National councillors must take into consideration the nominee review panel’s assessment as to whether they consider a nominee to be “suitably qualified” or not.
- l. In the event that subsequent to a nomination and election or selection process there are insufficient elected Office Bearers or National Councillors, then the immediately prior incumbents may if they are agreeable be re-appointed for a further term of office
- m. The Rules and the Act take precedence over this policy and procedure

Responsibilities

- a. Issuance of notices to Members in respect of Office Bearer and National Councillor positions that are or are becoming vacant – SEC
- b. Submission of nomination forms – Members
- c. Establish and manage review and acceptance of nominations – MCG
- d. Nominee review panel – delegated/appointed internal auditors

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- e. Management of election process - President

Procedure

1. In the case of election(s) at a general meeting of Members, President to determine in consultation with National Council:
 - a. An intended date for election of any positions and roles that are or are becoming vacant
 - b. The forum and election voting / ballot process
 - c. SEC to issue a notice to Members specifying the intended date of election, the available positions and roles and associated goal statements, the forum and election process, and invite nominations to be submitted substantially in the form of Schedule 1 to this policy & procedure. The notice must be issued at least 6 weeks prior to the intended election date
2. In the case of selection of a nominee(s) by National Council, SEC to invite a nominee(s) to submit a nomination substantially in the form of Schedule 1 to this policy & procedure.
3. Irrespective of forum of election or selection President to appoint / delegate Members to act as the nominee review panel no later than 3 weeks prior to the intended election or selection date.
4. Nominee review panel to assess all nominations IAW the criteria stipulated in above pre-requisites, and advise President of the outcomes no later than 2 weeks prior to the intended election or selection date. At the panel's discretion, Members of the panel should contact a Nominee should they require further information about a Nominee
5. No later than 2 weeks prior to the intended election or selection date, SEC to issue a notice to Members or National Councillors as relevant that includes details of nominees (name, Chapter, location and statement), nominee review panel findings and, in the case of elections at a general meeting of Members, instructions for Members to cast their votes.
6. President with support from SEC and Office as required will manage the election or selection process, and announce and record the outcomes of the elections within 1 week of the election date.


References

- a. The Rules
- b. The Act
- c. Policy & procedure MGT 1.1.03-000 Organisation Structure

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Definitions

Acronym or Terminology	Concise definition or meaning
IAW	In accordance with
MCG	Mgr. Corporate Governance, a position generally held by the President
Office	Appointed administrative services provider
Rules	The Rules of the Sport Aviation Association of Australia (SAAA)
SEC	Hon. Secretary of the SAAA
The Act	Associations Incorporation Reform Act 2012 of Victoria


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**Schedule 1
Nomination Form
Election to Office Bearer and National Council Position**

Intended Election or Selection Date: Dd – Mm - Yyyy

Nominee Details:	
Name	
Membership No	
Chapter (if any)	
Nearest Town / City	
State	
Contact Phone No	

Position / Portfolio to which Nominee seeks election:	
Office Bearer	President - Mgr Corporate Governance Vice President - Mgr. Admin or IT services Hon. Treasurer - Mgr. Finance Hon. Secretary - Mgr. Admin or IT services
National Councillor	Mgr. Safety Mgr. Training Mgr. Construction & Maintenance Mgr. Flying Operations Mgr. Technical & Industry Liaison [optional: and National Technical Mgr.] Mgr. Membership, events and Public Relations
<i>* Nominee to select / mark only one of above, which in the case of election at a general meeting of Members must also be gazetted as or becoming available as at the intended election date</i>	

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Nominee Statement:

** No more than approx. 200 words – description of Nominee's knowledge, capability, interpersonal skills & experience to discharge the responsibilities & obligations generally & for the role for which they have nominated*

Nominee Declaration:

I declare my commitment to discharge my responsibilities and obligations with diligence and to the best of my abilities should I be appointed for the position for which I have nominated. I further acknowledge that fellow Members of the Management Team, advisors, support staff and all Members will have an expectation that they can rely on my contribution to my appointed position and roles(s), and that in the event that I or the National Council consider that I am unable to meet those expectations for whatever reason I will offer my resignation to the President.

Date: / / Signed:

Nominating Member:

Name:

Membership No:

Date: / / Signed: