***NOMINATION FORM FOR A POSITION***

***ON THE ALARA MANAGEMENT COMMITTEE***

***FOR THE YEAR 2017-2018***

*All positions to be filled at the ALARA Annual General Meeting, which will be held as an electronic AGM between 11 and 24 September 2017*

*Any two financial members of the Association may nominate any other financial member to serve as an officer bearer or member of the Management Committee. The nomination, which shall be in writing and signed by the member (email address acceptable) and his/her proposer and seconder, must be lodged with the Secretary by close of business on* ***Wednesday 23 August 2017****. (See note below re email nomination process).*

*NAME OF NOMINEE:*

*POSITION: (indicate which one applies – if nominating for more than one position, please use additional forms)*

|  |  |
| --- | --- |
| *President*  *Secretary:*  *Minute*  *Constitutional*  *Treasurer*  *International Vice President*  *Australasian Vice President* | *Web Services Coordinator*  *Publications Coordinator*  *Streams Coordinator*  *Membership Coordinator*  *Marketing Coordinator* |

*PROPOSER (full name):*

*SIGNATURE / EMAIL ADDRESS OF PROPOSER:*

*SECONDER (full name):*

*SIGNATURE / EMAIL ADDRESS OF SECONDER:*

*SIGNATURE / EMAIL ADDRESS OF NOMINEE:*

Nominee’s Preferred Contact No / Mobile / Cell No:

*DATE:* ­ DD   /  MM   / 2017

***Nominations close 5.00 pm Wednesday 23 August 2017:***

1. *by email to* [*secretary@alarassociation.org*](mailto:secretary@alarassociation.org)

*(2) by mail to ALARA, P O Box 162, Greenslopes Qld 4120*

NOTE: Given the challenges of distance for an international association such as ours, an email nomination is preferred in the first instance. Alternatively, please post nomination form with signatures or email addresses to [secretary@alarassociation.org](mailto:secretary@alarassociation.org) (as above). Signatures or other confirmation by the nominee, proposer and seconder will be required in the event of a challenge to the e-nomination.

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# A description of the roles of the ALARA Management Committee is included below for your information.

## The Executive

The **President** is responsible for:

* Representing ALARA at the World Congress, conferences and other ALARA events as required to further the vision and objectives of the organisation;
* Formal endorsement of financial, legal and other transactions that require the signature of either an office bearer or the President
* Leading and participating in Executive, Management Committee meetings and other fora which require office bearer representation and the endorsement of actions to legitimize them within the bounds of the organisation’s constitution
* Acting as a leader for the organisation where leadership is required, and at all times making the interests of the members and the society the primary interest of any leadership decision or action
* The President is expected to contribute an average of 5 hours a week to ALARA business

The **Minute Secretary** is responsible for:

* Arranging meeting times and formats (face to face, on line etc.) for the Executive, the Working Group and other ALARA fora as required
* Producing minutes from meetings consistent with constitutional requirements (such as recording decisions etc.)
* Carrying out administrative tasks that ensure the organisation meets its constitutional responsibilities (organizing special resolutions and annual voting procedures, ensuring new members are formally endorsed by the Executive)
* The Secretary is expected to participate in Executive and Management Committee meetings, and contribute an average of 3 hours a week to ALARA business
* The Minute Secretary may share the role with a Constitutional Secretary. In this instance, any vote of a meeting is taken by the Constitutional Secretary, whenever that person is in attendance, or the Minute Secretary if the Constitutional Secretary is not present.

The **Constitutional Secretary** is responsible for:

* Carrying out administrative tasks that ensure the organisation meets its constitutional responsibilities (such as arranging for accounts to be audited, organizing special resolutions and annual voting procedures, and formally endorsing new members)
* Where required for legislative purposes, be the Public Officer of ALARA
* The Secretary is expected to participate in Executive meetings, and contribute an average of 2 hours a week to ALARA business
* The Minute Secretary may share the role with a Constitutional Secretary. In this instance, any vote of a meeting is taken by the Constitutional Secretary, whenever that person is in attendance, or the Minute Secretary if the Constitutional Secretary is not present.

*Note: The Constitutional Secretary must reside in Queensland or within 50 kms of the Queensland border in another State of Australia.*

The **Treasurer** is responsible for:

* The delivery of an annual budget
* Ensuring that that financial accounts for the organisation are in order and available to an annual audit
* Ensuring that the organisation is always advised regarding its financial position whenever any major (greater than $1000) financial transaction is considered.
* Ensuring that all financial transactions are conducted in such a way as ALARA meets its constitutional responsibilities
* The Treasurer is expected to participate in Executive an Management Committee meetings, and contribute an average of 2 hours a week to ALARA business

The **International Vice President** is responsible for:

* Representing ALARA in the President’s place in International and regional events and network communications where the President cannot attend
* Progressing ALARA’s international networks and memberships (individual members, affiliates and associations), enhancing access to international resources, and augmenting opportunities to act in the interests of action researchers and action learners in non-Australian and global forums
* Participating in Executive meetings and engaging in dialogue and decisions that effect ALARA’s organizational capacity and development
* Participating as a Working Group member and in that capacity supporting the World Congress (WC) from initial negotiations to final evaluation and financial accounting. It is noted that the WC responsibility is a 3-year commitment, and that should the International VP lose or resign his/her place on the Committee, appropriate hand over responsibilities are needed to ensure managerial consistency between ALARA and the WC organizing group.
* Reporting to the Executive on Working Group activities where they effect the International VP’s responsibilities and interests
* The International Vice President is expected to contribute an average of 3 hours a week to ALARA business

The **Australasian Vice President** is responsible for:

* Representing ALARA in the President’s place in national and regional events where the President cannot attend
* Progressing ALARA’s national and regional networks (individual members, affiliates and associations), enhancing access to resources, and augmenting opportunities to act in the interests of action researchers and action learners in Australia
* Participating in Executive meetings and engaging in dialogue and decisions that effect ALARA’s organizational capacity and development
* Participating on the Working Group by supporting the Australian annual conference from initial negotiation to final evaluation and financial accounting
* Reporting to the Executive on Working Group activities where they effect the Australian VP’s responsibilities and interests
* Supporting without directly engaging with other local events as required by regional ALARA networks in Australia
* The Australian Vice President is expected to contribute an average of 3 hours a week to ALARA business

## The Working Group

The Working Group consists of Coordinators of core functions including Special Interest Groups, (SIGs). Accordingly, the Working Group comprises the following core function coordinator positions:

* **Publications Coordinator**  - who coordinates and supports the Editor(s) of ALARA’s publications
* **Website Coordinator** – who coordinates and maintains the website and email accounts, and supports ALARA social media activities
* **Marketing Coordinator** – who develops marketing strategies with the Committee and members,and coordinates their implementation
* **Membership Coordinator** – who communicates with members to develop the number of members and the services to members
* **Streams Coordinator** – who works with members to develop networks of members and other Action Learning / Action Research practitioners in specific professional areas
* **World Congress Coordinator** (International VP)
* **Australasian Annual Conference Coordinator** (Australasian VP)

**Each Working Group Coordinator** is responsible for:

* Carrying out their role to meet members’ needs in accordance with ALARA policies and guidelines, and developing specific activities in line with the Annual Action Plan as required in their area of responsibility
* Implementing procedures for the benefit of succession planning and smooth operations
* Sharing in the co-ordination of Working Group meetings when needed
* Keeping individual Working Group members appraised of their activities

Coordinators are expected to contribute an average of 2 hours a week to their Working Group role. More than this and delegated assistance may be needed.

In addition to the times given for each person’s contribution to the elected role, the Management Committee meet for about 90-120 minutes in most months of the year, and there will be some reading required of Committee documents in preparation or subsequent to those meetings.

