



# National Executive Committee

## Positions, Processes and Responsibilities

### Eligibility (President, Vice President, Secretary, Treasurer)

- Financial member of ACNN in good standing
- Capacity to meet obligations and time commitments for the duration of the term of office (minimum one year)
- Must have prior National Executive experience and have served on the Executive for a period of at least 12 months, within two years of the nomination date
- Demonstrated leadership ability at a subcommittee or national level

### Eligibility (Assistant Secretary, Assistant Treasurer, Ordinary Member)

- Financial member of ACNN in good standing
- Capacity to meet obligations and time commitments for the duration of the term of office (minimum one year)
- ACNN subcommittee or external committee experience preferable, but not essential

### Eligibility (Professional Officer\*, Social Media representative\* Observers\*\*)

- Financial member of ACNN in good standing

### Nomination Process

- Nominations must be made in writing by completion of a *Nomination for the ACNN National Executive form*, signed by the applicant and two supporting financial ACNN members, addressing the candidate questions
- Nomination must be received by the National Secretary as outlined in Policy 3
- Elected to office/ratified at the AGM

\* Process as per G7: Professional Officer role or P11: Social Media respectively.

\*\* Advertising for the opportunities to be an observer on the National Committee and Subcommittees will occur in each addition of the newsletter and via social media from time to time. Maximum number of observers may be limited.

### Executive roles

Position	Responsibilities
<b>President</b>	<ul style="list-style-type: none"> <li>• Represents the College as its principal officer, as and when required to do so by the National Executive</li> <li>• Calls virtual or in person meetings to facilitate the business of ACNN, not less than 4 times per year</li> <li>• Presides at all National Executive meetings and preserves order</li> <li>• Assists the Secretary in preparing agenda items for all meetings</li> <li>• Acts as a leader and professional role model to members and the National Executive</li> <li>• Makes statements to the media on national issues</li> <li>• Presents a report at the annual general meeting</li> <li>• Confirms minutes and signs (electronically or hard copy) approved minutes and annual general meeting minutes</li> <li>• Signs and countersigns, as the case may be, all instruments to which the president’s signature is requisite</li> <li>• Decision vote: entitled to one vote, in the case of an equality of votes, a second vote</li> <li>• Serves on subcommittees as required</li> </ul>

<b>Vice President</b>	<ul style="list-style-type: none"> <li>• Attends each meeting of the National Executive</li> <li>• Performs the duties of the President in the absence of the President</li> <li>• Presides at any meeting in the absence of the President</li> <li>• Serves on subcommittees of the College as required</li> <li>• Takes on additional roles as agreed by the National Executive</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Principal administrative officer of the College and as such must keep minutes of:                             <ul style="list-style-type: none"> <li>– all appointments of office-bearers and members of the National Executive, and</li> <li>– the names of members of the National Executive present at an Executive meeting, a general meeting or a forum meeting, and</li> <li>– all proceedings at Executive meetings, general meetings and forum meetings (ensuring minutes are signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting)</li> </ul> </li> <li>• Arranges meetings of Executive and membership in consultation with the President</li> <li>• Attends all National Executive meetings</li> <li>• Conducts correspondence on behalf of the College</li> <li>• Processes membership and maintains membership database via electronic means</li> </ul>
<b>Assistant Secretary</b>	<ul style="list-style-type: none"> <li>• Provides support to the Secretary and carries out duties as delegated (may include administration roles around membership, scholarships, awards and grants) or carries out the duties of the secretary in the absence of the Secretary</li> <li>• Attends each meeting of the National Executive</li> </ul>
<b>Treasurer</b>	<p>Full duties of the are outlined in <i>G8: Treasurer role and succession guideline</i></p> <ul style="list-style-type: none"> <li>• Principal financial administrator and as such must ensure:                             <ul style="list-style-type: none"> <li>(a) that all money due to ACNN is collected and received and that all payments authorised by the National Executive and subcommittees are made, and</li> <li>(b) that accounting software management system is correct, and accounts are kept up to date showing the financial affairs of ACNN, including full details of all receipts and expenditure</li> </ul> </li> <li>• Attends each National Executive meeting and provides a verbal current financial status report</li> </ul>
<b>Assistant Treasurer</b>	<ul style="list-style-type: none"> <li>• Provides support to the Treasurer and carries out duties as delegated (e.g. Xero accounting software, PayPal or other payment gateway applications, co-signs banking transactions)</li> <li>• Attends each meeting of the National Executive</li> </ul>
<b>Ordinary Member</b>	<ul style="list-style-type: none"> <li>• Attends each meeting of the National Executive</li> <li>• Participates in ACNN business</li> <li>• Contributes to any subcommittees as requested by the National Executive</li> <li>• Performs any other duties as requested by the National Executive</li> <li>• Considers at the end of 12 months nominating for an office-bearing role on the National Executive</li> </ul>
<b>Professional Officer*</b>	<ul style="list-style-type: none"> <li>• Full advertising, selection and duties are outlined in <i>G7: Professional Officer role</i></li> <li>• Occupies an ordinary member position</li> </ul>
<b>Social Media Committee *</b>	<ul style="list-style-type: none"> <li>• Committee TOR, appointment as outlined in <i>P11: Social Media</i></li> <li>• A representative of the SMC occupies an ordinary member position</li> </ul>
<b>Observer**</b>	<ul style="list-style-type: none"> <li>• Attends all meetings as able</li> <li>• Participates in business discussions but is unable to vote</li> <li>• At the end of 12 months, considers nominating for a position on the National Executive</li> </ul>