



Appointment to National Executive

POLICY 3

Purpose

The National Executive oversees the governance and operation of all aspects of ACNN. It consists of a minimum of 7 members which includes the President, Vice-President, Secretary, Treasurer, Professional Officer (appointed), Social Media committee representative and additional ordinary members. The positions of Assistant Secretary and Assistant Treasurer are also available should there be need and interest.

ACNN is an incorporated association under the NSW Incorporations Act 2009 and legally required to have a Public Officer. The role must be held by a person living in NSW aged over 18 and has no term limits. While it is preferable for the Public Officer to be a member with a working knowledge of how ACNN operates, this role may be undertaken by a non-member who is familiar with the role requirements. This is not an Executive position.

The National Executive is supported by an Executive Support Officer (ESO).

National Executive nominations

The ACNN constitution limits office-bearing roles (such as President, Vice President, Treasurer and Secretary and Assistant roles) to members who have served for a minimum of one year on the Executive, within two years prior to self-nominating. The ordinary (non-office bearing) positions are open to any financial member.

All positions are vacated at each annual general meeting (AGM) and Executive members are appointed for one term (until the next AGM), but are eligible to renominate when nominations are called. There is no maximum number of years that a member may serve on the Executive.

Nominations to serve on the Executive are open to all members. A call for nominations is emailed to all financial members more than one month in advance of the date for the AGM. Nominations must be received by the Secretary by the given deadline included in the call of nominations; generally, 14 days prior to the AGM. Election of the Executive is ratified at the AGM.

Summary of committee roles

President: Represents ACNN as principal officer; sets meetings and agendas in consultation with the Secretary and ESO; presides as chairperson.

Vice President: Acts in the role of President if the President is unable to do so; provides support to sub-committees (Branches and Special Interest Groups).

Secretary: Principal administration officer for ACNN; records and keeps minutes and other governance records; manages membership with the support of the ESO.

Treasurer: Principal financial officer for ACNN and is supported by an accountant in preparing the annual financial audit; manages and reports all financial affairs; provides projected budgets and assists Branches and SIGs on financial matters.

Ordinary member: Attends all executive meetings; undertakes delegated tasks; may also be allocated a portfolio as determined by the Executive.

Companion documents (available in the members area of the website)

Constitution 2012 – updated 2017

Operational quick reference guide

Strategic plan 2021-2025

G1: National Executive Position Descriptions

P13: Sustainable committee document

G7: Professional Officer role

G8: Treasurer role and succession

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