

3.4 Nomination and Election of WIRES Branch Executives and Branch Management Committees

Branch Governance originally adopted 11/94:

Reviewed July 2008 to members for comment until December 2008 Adopted by Council
February 13 2009

The following is aimed at ensuring the open and transparent election of officers to Branch Executive and Branch Management Committee positions.

This Policy is designed to give Members of the Branch Executive and the Branch Management Committee assistance to carry out their responsibilities in accordance with the WIRES Constitution and Policies.

The Policy is aimed at fully specifying what is required so that each Committee member is aware of the responsibilities of their office.

This Policy must be circulated within branches prior to each Branch AGM.

Definitions:

Branch Executive means the Chairperson, Vice Chairperson, Secretary, Treasurer and **one** other committee member elected to the Executive of a Branch Management Committee.

Executive members may only hold **one** Executive position. To comply with the Constitution all Executive positions must be filled. Casual vacancies must be filled as soon as possible. A member of the branch Executive may hold other non-executive positions if necessary.

Branch Management Committee means the governing body of a Branch comprised of the Executive and BMC Members acting collectively under this document. The number of committee members in a branch may be determined for each twelve month period by an ordinary resolution at an Annual General Meeting, but must include the executive and the WIRES State Council Representative.

Quorum for Branch Executive meetings must be three members. The quorum for the Management Committee meetings must be 50% plus one of the Management Committee, including a majority of the Executive.

Process of Nomination and Election

The fundamental aim of an Annual General Meeting is to give every member of the branch the opportunity to nominate or be nominated for a position on the Branch Executive and/or Branch Management Committee, and to participate in the election process (i.e. by voting).

Wherever possible an independent **Returning Officer** should be appointed to officiate at the election of Officers at a Branch Annual General Meeting. If not feasible to appoint an independent Returning Officer, the **meeting** shall appoint by majority vote a member from the floor who is not standing for any position, and has no other vested interest in the election outcome.

Notification of a Branch Annual General Meeting, and calls for nominations must be sent to all members a minimum of 21 days prior to the planned meeting date. (**Appendix 1**)

No matter whether prior written nominations, nominations from the floor or a combination of both are accepted, the principle needs to be that all positions are declared vacant, and all eligible voting members have adequate notification and opportunity to become involved in the nomination and voting process. *If nominations close prior to the AGM, then nominations from the floor at the AGM can only be taken for those positions that have not received any prior nomination.*

The principle requirement for the conduct of AGMs is transparency and fairness.

It is essential that outgoing officers liaise with incoming officers and provides them with relevant documentation. Further assistance for Treasurers is available.

General Attributes for Successful Branch Officers:

Any officer elected to a Branch Executive or Branch Management Committee position should have the following to offer:

- Adequate time to do justice to the position
- Willingness to understand WIRES Policies and Constitution
- A genuine interest in voluntary work in general and the objectives of the organisation in particular
- Good communication skills and diplomacy and a commitment to confidentiality
- Commitment to the principles of the WIRES Code of Conduct
- A commitment to attend a majority of all Branch meetings

Collective decision making and responsibilities of the Committee:

- **Executive decisions can only be made following consideration by the full executive, and a majority vote of the executive. Executive decisions must always be ratified (even if after the event in the case of an urgent decision requiring immediate action) by the Branch Management Committee.**
- As far as practicable all decisions on financial expenditure must be made by the full Branch Management Committee.
- The Executive and Branch Management Committee members are accountable to the branch membership.
- All decisions must be made with the best interest of WIRES Aims and Objectives in mind.
- Standing Orders and Meeting Protocols should be followed at all times

See position descriptions attached as **Appendix 2**

THIS IS AN EXAMPLE LETTER OF A PARTICULAR BRANCH
WIRES _____ Branch appendix 1(a)
Annual General Meeting
Insert date here

The following positions will need to be filled at the upcoming AGM planned for August 2009.

Chairperson *	Vice Chairperson *
Secretary *	Assistant Secretary
Treasurer *	Branch Purchasing Officer *
Equipment Officer *	Branch Coordinator *
WIRES State Council Representative *	

Education Officer	Publicity Officer
Newsletter Officer	Grievance Officer
Catering Officer	Recruitment Officer
Fund-Raising Committee	

§ Animal Officers: *	Mammals	Possums, Flying Foxes, Macropods
	Bird Officer	Nectivores, Granivores, Water Birds
	Bird Officer	Insectivore, Raptors
	Reptiles	Miscellaneous (Feral animals)

§ Intranet Officer

** These positions are mandatory **Branch Management Committee** positions*

*§ These positions are **appointed** following the election of the Branch Management Committee.*

If you are interested in learning more about any of these positions, please speak to the branch member currently holding the position who will be happy to explain it to you.

If you would like to nominate **yourself** (*circle myself*) or someone else from the branch to fill one of these positions, please indicate below and post to the Branch PO Box as soon as possible. **Multiple positions may be nominated on separate forms.**

If a nomination is received for an individual other than the one completing this form, they will be notified by the current Branch Management Committee and asked whether they would consider holding the position. If more than one person is nominated for a role, the position will be voted on at the AGM in August, otherwise the position will be declared filled from a single accepted nomination. Nominations close 31st July 2007.

✂-----

AGM Nomination Form

I _____ would like to nominate **myself** or

Please print clearly

_____ for the position of _____

Please print clearly

Please print clearly

I understand that should I accept nomination and be elected, that I will make sure I have the time to devote to the position, including attending each monthly Branch Meeting, and monthly Management Committee meetings as well.

Signed *Dated:*

Return to: **WIRES** **Branch,, NSW**

NOMINATION FORM FOR OFFICE BEARER

Section 1

To be completed by Person Nominated

I.....
 (Name of nominee)
 Of.....
 ... (Address of nominee)
 Being a financial member of WIRES _____ Branch, agree to accept the nomination
 for the position
 Of.....on the WIRES _____ Branch
 Management Committee.
 Signature of
 Nominee.....Date...../...../.....
 .

Section 2

To be completed by the Proposer

I.....of.....
 (Name of proposer) (Address of proposer)
 nominate.....
 for the position of..... on the WIRES _____ Branch
 Management Committee.
 I am a financial member of WIRES Blue Mountains Branch. The nominee is personally known
 to me and is a financial member of this branch.
 Signature of
 Proposer.....Date...../...../.....
 .

Section 3

To be completed by the Seconder

I.....of.....
 (Name of seconder) (Address of seconder)
 second the nomination
 of.....
 for the position ofof the WIRES _____ - Branch
 Management Committee.
 I am a financial member of WIRES _____ Branch. The nominee is personally
 known to me and is a financial member of the branch.
 Signature of Seconder.....Date...../...../.....

THIS IS AN EXAMPLE OF A PARTICULAR BRANCH'S AGM NOTIFICATION LETTER

Date

Dear WIRES Members,

Notice of Annual General Meeting WIRES Branch

The WIRES **insert branch name** Branch Annual General Meeting will be held on **here insert date, place and time**

All positions will be declared vacant. If you are interested, (or know of someone who is interested) in filling any of the positions on the Branch Management Committee, please complete the enclosed nomination form and return it, by post to the Secretary, WIRES **branch name** Branch Management Committee, **insert branch mailing address**.

Nominations will close and are to be received by your **nominated date and time**; (all nominations received will be posted on the WIRES **branch name** website, in the Member Section, after this date). If you are nominating yourself, please ensure that two other financial members* of WIRES **branch name** Branch proposes and "seconds" your nomination. Be aware that you, if nominating must be a financial member of the Branch. Nominations may not be accepted from the floor on the evening. Species Coordinators nominations will be received, but not appointed until the following BMC meeting. A Species Coordinator nomination form can be obtained from the Branch Secretary; downloaded from the branch website or at the AGM.

For proxy voting, the following should be included

*(If you are unable to attend on the evening but would like your vote to be registered, a Proxy Voting form is enclosed. Signed, written notification by post or by hand (not email) of your intention to vote by Proxy must be lodged no later than 48 hours (**insert date and time**) with the Secretary, before the meeting. You must also indicate who holds your Proxy.*

*Excerpt from the Constitution regarding Proxy votes (Clause 13.2) **"..In the case of an election, nominations for the election must have closed prior to the lodgment of any proxies.***

No member may carry more than one proxy at any meeting."

If you have any questions regarding any of the positions or would like a copy of the complete duty statement, contact branch, Secretary (give contact details) or, Chairperson (give contact details).

Sincerely,

Secretary

WIRES **branch name** Branch Management Committee

Enc: Proxy form, nomination form, voting by proxy info., summary branch pds.

*a financial member is a member whose membership fees for give year have been paid by 30 June of any given year..

Chairperson

The Chairperson is required to be impartial, firm, and tactful and exercise discretion.

General Attributes for Successful Branch Officer:

Any officer elected to a Branch Executive or Branch Management Committee position should have the following to offer:

- *Adequate time to do justice to the position*
- *Willingness to understand WIRES Policies and Constitution*
- *A genuine interest in voluntary work in general and the objectives of the organisation in particular*
- *Good communication skills and diplomacy and a commitment to confidentiality*
- *Commitment to the principles of the WIRES Code of Conduct.*
- *A commitment to attend a majority of all Branch meetings*

Skills and Experience required include:

- Effective interpersonal communication
- Ability to impartially and effectively chair a meeting
- Diplomacy
- Ability to maintain confidentiality

Main responsibilities of the Chairperson:

- Work with the Branch Committee towards the successful functioning of the Branch
- Implement WIRES Policy, resolutions and branch agreements
- Chair Branch Committee and General meetings
- Collaborate with the Secretary in the preparation of meeting agendas
- In conjunction with the Secretary, check that all branch members receive advance notice of meetings and agendas
- Confirm with Committee Members the accuracy of any Minutes to be presented to the meeting, and to sign the Minutes when they have been ratified
- Be familiar with agenda items prior to the meeting
- Be sure there is a quorum present before opening the meeting
- Be familiar with and follow standard meeting protocols (see Renton, N.E. - Guide for Meetings and Volunteer Organisations or Horsley's Guide to Meetings and Committees)
- Ensure that motions and amendments are stated unambiguously and are consistent with the Constitution and Standing Orders of WIRES
- Conduct a vote when required and announce the results
- Oversee all Branch sub-committees

- Represent or delegate the representation of the branch
- Consult with other office bearers, but not undertake their specific functions
- Sign documents requiring the Chairperson's signature
- Present the Chairperson's annual report to the branch AGM
- Collaborate with other Branch Officers to avoid or mitigate any internal branch conflict
- If branch conflict does occur, act promptly in accordance with policies 3.2 WIRES Volunteer Grievance Policy and 3.3 WIRES Volunteer Disciplinary Policy, both adopted by Council 26 June 2010.
- To arrange guest speakers (may be delegated)

Chairpersons may seek assistance and advice from their elected Council representative or Board members.

Vice Chairperson

Under this policy the Vice Chairperson will be a member of the Executive.

General Attributes for Successful Branch Officer:

Any officer elected to a Branch Executive or Branch Management Committee position should have the following to offer:

- *Adequate time to do justice to the position*
- *Willingness to understand WIRES Policies and Constitution*
- *A genuine interest in voluntary work in general and the objectives of the organisation in particular*
- *Good communication skills and diplomacy and a commitment to confidentiality*
- *Commitment to the principles of the WIRES Code of Conduct.*
- *A commitment to attend a majority of all Branch meetings*

Main responsibilities of the Vice Chairperson:

- To fill the role of Chairperson in the Chairperson's absence
- Should be willing to accept delegated tasks as and when necessary
- This role may be performed in conjunction with another non-executive committee position

Branch Secretary

General Attributes for Successful Branch Officer:

Any officer elected to a Branch Executive or Branch Management Committee position should have the following to offer:

- *Adequate time to do justice to the position*
- *Willingness to understand WIRES Policies and Constitution*
- *A genuine interest in voluntary work in general and the objectives of the organisation in particular*
- *Good communication skills and diplomacy and a commitment to confidentiality*
- *Commitment to the principles of the WIRES Code of Conduct.*
- *A commitment to attend a majority of all Branch meetings*

Skills and abilities required:

- Communication: written and verbal skills
- Organisational and time management skills

The Branch Secretary should attend to the following:

- Receive and despatch incoming and outgoing mail promptly
- Keep file copies of all incoming and outgoing correspondence
- Monitor memberships and authorities (may be delegated)
- Maintain records of membership
- Provide relevant files and records at meetings
- Arrange distribution of correspondence
- Be responsible for the Minutes of all meetings (Minute taking may be delegated)
- Type and circulate draft Minutes, in cooperation with the Minute Secretary if applicable, within 2 weeks of Committee meetings
- Act as conduit between the Administration Office, branch members and other branches when necessary
- Collaborate with the Chairperson in preparation of meeting agendas
- In conjunction with the Chairperson, check that all branch members receive advance notice of meetings and agendas
- Maintain an attendance register
- Bring to the meeting the minute book, necessary correspondence, relevant files and records
- Keep the various records of the Association and Branch – these include Policies and Procedures, Constitution and minutes

Branches may identify additional tasks; however delegation is essential so that the Secretary is not overloaded.

Secretaries may seek assistance and advice from staff in the WIRES Administration Office and Board members.

Branch Treasurer

The prime responsibility for a Branch Treasurer is to oversee, monitor, record and report the income and expenditure of the Branch.

General Attributes for Successful Branch Officer:

Any officer elected to a Branch Executive or Branch Management Committee position should have the following to offer:

- *Adequate time to do justice to the position*
- *Willingness to understand WIRES Policies and Constitution*
- *A genuine interest in voluntary work in general and the objectives of the organisation in particular*
- *Good communication skills and diplomacy and a commitment to confidentiality*
- *Commitment to the principles of the WIRES Code of Conduct.*
- *A commitment to attend a majority of all Branch meetings*

Skills and abilities required:

- Prompt and accurate processing of income and expenditure
- Present monthly financial reports to the Branch Management Committee
- Comply with Auditors requirements regarding signatories on all requisitions (see Treasurer's Manual)
- All cash receipts must be banked promptly and reimbursements made by requisition in a timely manner (see Treasurer's Manual)
- See that all income is promptly receipted using the appropriate receipt book (see Treasurer's Manual)
- Keep Branch records to an auditable standard at a local level
- Provide to Administration Office "End of Year" paperwork as per Auditor's requirements
- Present the Treasurer's annual report to the Branch annual general meeting.
- It is a legal requirement for an outgoing Treasurer to hand over to the incoming Treasurer, all documents relating to the Treasurer's role
- Petty cash must not exceed the amount currently approved by the WIRES Council, must only be kept as cash, and must be accounted for as per the Treasurer's Manual
- The WIRES Inc elected Treasurer and the Financial Manager of WIRES Administration Office are both available for advice and support

Other Executive Member (1)

The additional Executive Member may be any other member of the Branch Management Committee.

General Attributes for Successful Branch Officer:

Any officer elected to a Branch Executive or Branch Management Committee position should have the following to offer:

- *Adequate time to do justice to the position*
- *Willingness to understand WIRES Policies and Constitution*
- *A genuine interest in voluntary work in general and the objectives of the organisation in particular*
- *Good communication skills and diplomacy and a commitment to confidentiality*
- *Commitment to the principles of the WIRES Code of Conduct.*
- *A commitment to attend a majority of all Branch meetings*

Main responsibilities of the Executive members:

- To provide a broad base for decision making of the executive
- To assist and support the Chairperson, Secretary and Treasurer and stand in for these positions if necessary

Other Elected Positions

General Attributes for Successful Branch Officer:

Any officer elected to a Branch Executive or Branch Management Committee position should have the following to offer:

- *Adequate time to do justice to the position*
- *Willingness to understand WIRES Policies and Constitution*
- *A genuine interest in voluntary work in general and the objectives of the organisation in particular*
- *Good communication skills and diplomacy and a commitment to confidentiality*
- *Commitment to the principles of the WIRES Code of Conduct.*
- *A commitment to attend a majority of all Branch meetings*

The following positions **must** be **elected** at the Branch Annual General Meeting. Some of these positions may be held in conjunction with others:

- WIRES State Council Member (mandatory)
- WIRES State Council Alternate Member (optional)
- Purchasing Officer (mandatory)
- Equipment/Assets Officer (mandatory)
- Branch Coordinator (optional)
- Fundraising Officer (optional)
- Education Officer (organises talks, PR, not training) (optional)

The following positions **must** be **appointed** by the Branch Management Committee:

- Branch Animal/Species Coordinators
- Intranet Officer
- Training Officer

The following list contains other positions which may be elected or appointed as necessary:

- Publicity Officer
- Newsletter Officer
- Recruitment/Membership Officer
- Statistics Officer
- Emergency/Disaster Officer
- Phone Roster Coordinator
- Grievance Officer
- Catering Officer

WIRES State Council Member

Mandatory Position

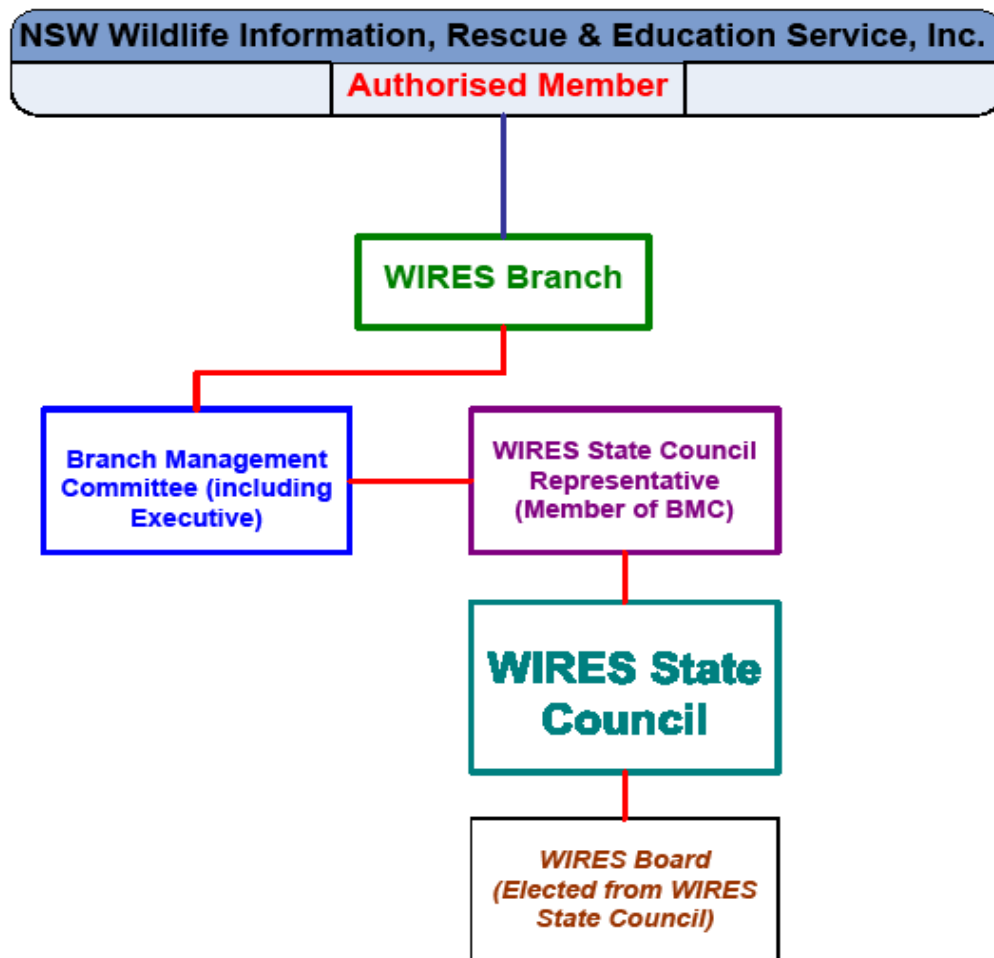
The primary responsibility of a WIRES State Council Member (WSC) is to contribute to the collective decision making of the WIRES State Council in matters of policy and the strategic direction of the organisation. A further role is to liaise between the council and the body they represent. Decisions and representation should always be in the best interest of the whole organisation, while presenting the view of their representative body.

The term of a WSC Member commences at the beginning of the first WIRES Council AGM following his/her election, and expires at the commencement of the second WIRES Council AGM from his/her election. (See Constitution [adopted August 2007] clause 4.2).

The WSC representative is the first point of contact for any matters dealing with or needing to go to Council.

A WIRES State Council Member must possess the following skills and abilities:

- Adequate time to do justice to the position which includes reading and preparation of meeting material.
- A comprehensive understanding of WIRES Policies and Constitution.
- A genuine interest in voluntary work in general and the objectives of the organisation in particular.
- Good communication skills and diplomacy and a commitment to confidentiality.
- Commitment to the principles of the WIRES Code of Conduct.
- Are required to attend all meetings of the WIRES State Council. If non-attendance is observed for 3 consecutive meetings without adequate explanation, or provision of an alternate, the WSC member may be removed from office.
- Must be prepared to carry out "Action" items by the due date or give notice otherwise so that the meeting can take appropriate action, if required.
- Must be prepared to communicate with other members.
- Assist your replacement during transition, to understand the ongoing requirements of the WSC
- Communicate with your alternate and report accurately to your branch/team on relevant matters arising from the WSC meetings.
- Present regular Branch/Team reports to the Secretary of the WIRES State Council as requested.
- Present an annual report on the WSC at the Branch/Team Annual General Meeting.
- Standards Teams Representatives are required to submit an annual report from their respective team to the Secretary of the WSC.



This flow chart demonstrates how a matter should be brought to the attention of the Council.

WIRES State Council Alternate

Optional Position

Responsibilities as per WIRES State Council Member.

Alternates are permitted to attend WIRES State Council meetings but have no voting rights, unless the registered WSC member is absent.

Opportunities are available for Alternates to attend WSC meetings, at their own expense, in conjunction with the elected WSC member, for more details refer to the WIRES State Council and Board Standing Orders.

Purchasing Officer

Mandatory Position

General Attributes for Successful Branch Officer:

Any officer elected to a Branch Executive or Branch Management Committee position should have the following to offer:

- *Adequate time to do justice to the position*
- *Willingness to understand WIRES Policies and Constitution*
- *A genuine interest in voluntary work in general and the objectives of the organisation in particular*
- *Good communication skills and diplomacy and a commitment to confidentiality*
- *Commitment to the principles of the WIRES Code of Conduct.*
- *A commitment to attend a majority of all Branch meetings*

Primary responsibilities:

In consultation with the various Branch Animal/Species Coordinators ensure oversight of the purchase and distribution of stocks of animal foods and consumables for members use.

The Purchasing Officer is responsible for ensuring that the financial records of all purchases and sales are presented in a timely fashion to the Branch Treasurer.

Must provide the following to the Branch Treasurer immediately following the end of each financial year (30 June):

- Full Stocktake of all items on hand
- Schedule of Debtors and Creditors

Branches may decide to facilitate the distribution of food and equipment on variations of the models attached, each of which is acceptable. A suitable model will depend on branch size and number of people available to fulfil roles.

The Purchasing Officer, whether holding a dual role as Treasurer or other Office bearer, has ultimate responsibility for all purchases within the branch.

See diagram below for suggested acceptable ways of performing the role of Purchasing Officer.

Suggested Ways of performing the duties of Purchasing Officer

