



Election Of Governing Body

The Maryborough and
District Committee On
The Ageing Inc.

Policy number: 1.1.2	Date adopted: February 2013	
Authorised by: John Kelleher	Date: 31 August 2017	
Date last reviewed: August 2017	Reviewed by: Project Coordinator & Executives	Date of next review: August 2020

Refer to Section 6 below for information on the process for policy review.

Policy context: This policy relates to:	
Human Services Quality Framework	Standard 1: Governance and Management Indicator 1. The organisation has accountable and transparent governance arrangements that ensure compliance with relevant legislation, regulations and contractual arrangements.
Other standards	AS/NZS ISO 9001:2008
Legislation or other requirements	

1. Purpose: Why do we have an election of governing body policy?

The election of The Maryborough and District Committee on the Ageing Inc. is required by our incorporation under Associations Incorporation Act 1981. The election process also ensures that the members of our organisation have the opportunity to nominate and select individuals whom they judge to have the required skills and commitment to represent their interests in governing the organisation.

2. Scope:

This policy will apply to the annual election of members to The Maryborough and District Committee on the Ageing Inc. and to the filling of any vacancies.

3. Policy Statement: Our commitment

The Maryborough and District Committee on the Ageing Inc. is committed to open and transparent election processes that aims to encourage suitable candidates.

Specifically, we will:

Seek nominations from eligible members to stand for election to the Management Committee .

Conduct an election of board or management committee members in accordance with the requirements of incorporation and the organisation constitution.



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4. Procedures

4.1 Seeking nominations

The Maryborough and District Committee on the Ageing Inc. provide a standard nomination form for Executive positions and must be in the hands of secretary at least 14 days prior Annual General Meeting.

Provides of standard nomination form.

Ask nominees to document their relevant skills and experience

4.2 Conducting elections

Election procedures comply with The Maryborough and District Committee on the Ageing Inc. constitution.

The notice for the Annual General Meeting must be received by all financial members one month prior.

It is the responsibility of Secretary to provide any information to candidates on request.

4.3 Appointing new board or management committee members

Following the election of the office bearers all committee members will be given formal notice of appointment or renewal appointment.

The Management Committee Induction Manual includes of copy of all relevant documents pertaining to respective position.

The Induction Manual will be updated on a need be basis.

5. Other related policies and procedures

Documents related to this policy	
Related policies	Induction of governing body policy Training and development for governing body policy Management committee performance monitoring
Forms or other organisational documents	Constitution

Review processes

<u>Policy review frequency</u>	Responsibility for review:
In August 3 years	President/Project Coordinator
Review process: <u>The following personnel will have input into the review:</u>	
<ul style="list-style-type: none"> • Executive Committee • Project Coordinator 	
The Maryborough and District Committee on the Ageing Inc. Executive will endorse any changes/updates to the policy.	
Documentation and communication: Policy changes will be communicated, endorsed and documented in the Executive Minutes and copies to be given to Management Committee members at the next meeting.	