

POSITION TITLE: Nominations Chair (NC)

TERM: Nominated Position. Confirmed at the start of each year

APPROVAL: 08 Oct 2018

LATEST REVISION: N/A

Outline

The NC heads the nominations committee and is responsible for seeking high quality candidates to run for positions within the sections, especially the section executive. The NC is responsible for implementing a fair and timely election is to follow nomination guidelines as outlined in the MGA manual

ACTIVITIES

June

- Submit section nomination form and deadline for nomination to the Circuit editor

June to September

- Work with Section Committee to attract candidates and complete nomination form. Candidates for election should be confirmed by the September Section meeting

August

- Participate at the annual UNITE event focussing on seeking out and encouraging high quality members to run for positions on the section committee.

September

- Submit an article to the Circuit editor based on the election process and the nominees selected to run for election
- Setup eVote (if necessary) with assistant from the Membership Development Chair (if required) for the annual election of Executive Committee

October

- Prepare a report for the Section AGM
- Send an email to the Section Executive confirming if you would like to continue the position into the following year

November

- Prepare result (if any or required) with assistant from the Membership Development Chair (if required for the annual election of Executive Committee for announcement during AGM
- Present results at AGM