



Circular 03/2020

24th February 2020

Nominations for State Branch Officers: **State President & State Honorary Treasurer** **2020 Elections**

Nominations are hereby called for the positions of **State President** and **State Honorary Treasurer** (Rule 10.2).

The term of office is for **two years** commencing at the close of the 2020 State Conference.

Nominations are to be lodged with the Chief Executive Officer no later than **5.00pm, on Friday, 1st May 2020** [(Rule 10.2)].

Information for candidates:

The State President's duties include:

- a) Chair the State Executive, develop and guide the strategic direction of the Branch, and appoint chairpersons to State Executive committees/sub-committees and to the State Branch Tribunal.
- b) Act as a National Director of the RSL and represent the Branch on National Executive and its bodies.
- c) Represent the League and the Branch in other Veterans/ESO forums as requested by the National; President/National Executive.
- d) Represent the Branch in all manner of forums and on occasions veterans generally, at commemorative occasions in the RSL, ESO and Civic forums. This frequently includes need for appropriate speeches to be prepared and delivered.
- e) Deal with media communications on the RSL and Veterans issues within Victoria, and occasionally Nationally.
- f) Be involved in Branch structure, welfare and aged care, commercial and property discussions, operations and negotiations, including ensuring close alignment and harmony between the State Branch, Headquarters, State Executive, and the Sub-Branch Network.
- g) Deal with Federal and State Government Ministers and Departments as appropriate, on RSL issues and Veterans matters more generally.
- h) Engage with and foster a constructive relationship between the Victorian Veterans Council and the RSL.

- i) Provide oversight and guidance to the performance of senior staff at the State Branch HQ.

The State Honorary Treasurers duties include:

- a) The State Honorary Treasurer is responsible for all the financial affairs of the Branch and must ensure that proper accounts and books to record the financial affairs of the Branch are kept.

Nominees must be confident that they have the skills and capacity to perform the role and address this in their Resume/CV.

Branch Officers are required to sign and observe the requirements of a Corporate Governance Code of Conduct and undertake board training for their State Executive role.

Eligibility for Nomination

A financial Service or Life Member of the Victorian Branch is eligible to nominate under the following criteria [Rule 9.4(a)], [Rule 9.4(b)]:

- The nominee's principal place of residence is in Victoria (or if they are a member of a Sub-Branch which has members from both sides of the Victorian border) and they have been:
 - (1) A Service or Life Member of the RSL for at least five (5) years, **and**
 - (2) Completed at least two (2) years as a member of a Sub-Branch Executive in Victoria; **or**
 - (3) Completed at least two (2) years' service as a member of a repealed Regional Committee; **or**
 - (4) Completed at least one (1) year as a member of the State Executive; **or**
 - (5) A person who has been co-opted to the State Executive and has been a member of the State Executive for at least one(1) year.
- To be eligible to stand as the State Honorary Treasurer they must also be an active member of a recognized Professional Accounting Association.

Nomination Process

Each Sub-Branch is required to hold a General Meeting to call for and confirm nominations. In calling a General meeting the Sub-Branch must give 14 days' notice to all members [Rule 13.8 (a)].

An eligible member may be nominated for one (1) or more positions [Rule 10.2(e)]. An eligible member may be nominated by a General Meeting of any Sub-Branch [Rule 10.2].

The Sub-Branch may determine their own method of selecting the nominations at the General Meeting. It is recommended that as per normal meeting protocol a proposer, seconder and simple majority by show of hands be used. A Sub-Branch may nominate more than one person for each position.

The nomination must be made in writing, include the nominee's full particulars of their League record and signed by the Secretary of the Sub-Branch and the nominee [Rule 10.2(c)] (see nomination form attached).

A copy of the minutes arising from the General Meeting in which the nominations were passed is to be attached to the nomination form.

All Sub-Branch candidates nominated by a Sub-Branch are to provide the below to State Branch no later than Friday 1st May 2020 in order to be included with Ballot papers. A reminder that canvassing is not permitted [Rule 4.9].

- Resume (template attached)
- A Passport sized photo
- A statement of suitability of not more than 400 words outlining as to why they should be considered suitable for the position.

NOMINATION
FOR STATE PRESIDENT 2020 - 2022

Sub-Branch:

Nominee (full name).....
(please print in block letters)

Telephones: Mobile..... Private.....

Address:

RSL Membership Number..... Class of Membership: (Service or Life).....

Service Number..... Navy/Army/Air Force:

Nominates for the State Branch Officer position of **State President**

Nominees Signature:..... Date:

Statement by the Sub-Branch:

TheSub-Branch nominates

For the State Branch Officer position of **State President**, we have checked the records and certify that the nominee is either a financial Service or Life Member of the Victorian Branch and is eligible under the State Branch Rules. We further certify that this nomination was carried at a General meeting of the members held on/...../2020.

.....
Sub-Branch Secretary Date:.....

To be forwarded by the Sub-Branch to the Chief Executive Officer, ANZAC House.

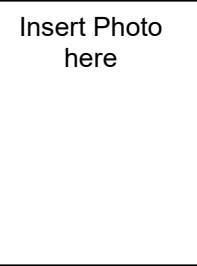
For HQ use: Eligibility, Service details & Sub-Branch verified.....Date:.....

Nomination Received:..... Date:.....

Date of Election:.....

.....
Branch Returning Officer

RE S U M E – State President



Name _____

RSL Sub-Branch _____

Region _____

RSL History

RSL Membership

AWARDS

RSL Representative (all numbers in years)

Work Experience (Service and/or Civilian)

Service and/or Civilian Qualifications

Statement of Suitability for appointment – State President

(MAX 400 WORDS)

NOMINATION
FOR STATE HONORARY TREASURER 2020 - 2022

Sub-Branch:

Nominee (full name).....
(please print in block letters)

Telephones: Mobile..... Private.....

Address:
.....
.....

RSL Membership Number..... Class of Membership: (Service or Life).....

Service Number..... Navy/Army/Air Force:

Nominates for the State Branch Officer position of **State Honorary Treasurer**.

Nominees Signature:..... Date:

Statement by the Sub-Branch:

TheSub-Branch nominates
For the State Branch Officer position of **State Honorary Treasurer**, we have checked the records and certify that the nominee is either a financial Service or Life Member of the Victorian Branch and is eligible under the State Branch Rules. We further certify that this nomination was carried at a General Meeting of members held on/...../2020

.....
Sub-Branch Secretary Date:.....

For HQ use: Eligibility, Service details & Sub-Branch verified.....Date:.....

Nomination Received :..... Date::.....

Date of Election:.....

.....
Branch Returning Officer

RE S U M E – State Honorary Treasurer

Insert Photo
here

Name _____

RSL Sub-Branch _____

Region _____

RSL History

RSL Membership

AWARDS

RSL Representative (all numbers in years)

Work Experience (Service and/or Civilian)

Service and/or Civilian Qualifications

Statement of Suitability for appointment – State Honorary Treasurer

(MAX 400 WORDS)