



Circular 04/2020

24th February 2020

Nominations for State Branch: **State Executive Member** **2020 Elections**

Nominations are hereby called for the positions of **State Executive Member** [Rule 10.2].

The term of office is for **two (2) years** commencing at the close of the 2020 State Conference.

There are six (6) vacancies across the State [Rule 7.5(b)];

- three (3) positions to be elected from Regions 1 to 5
- three (3) positions to be elected from Regions 6 to 11

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 Responsibilities of a State Executive Member include:

- a) Duty to act in good faith in the best interests of the RSL and in particular the Victorian Branch Inc.
- b) Duty to act with care and diligence.
- c) Duty to avoid a conflict in the position of a State Executive Member and/or any interest that a State Executive Member may have.
- d) State Executive Board Members owe a fiduciary duty, in accordance with the Incorporated Associations Act and common law, to the Branch.
- e) State Executive Members are to exercise their respective duties and responsibilities in accordance with this Charter and the State Branch Rules

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

State Executive members 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 nominees 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 years, **and**
 - (2) Completed at least two years as a member of a Sub-Branch Executive in Victoria; **or**
 - (3) Completed at least two years' service as a member of a repealed Regional Committee; **or**
 - (4) Completed at least one 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 year.

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 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.

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 EXECUTIVE MEMBER 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 Executive Member**

Nominees Signature:..... Date:

Statement by the Sub-Branch:

TheSub-Branch nominates

For the State Branch Officer position of **State Executive Member**, 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

RESUME – State Executive Member



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 Executive Member

(MAX 400 WORDS)