



## **What does being a Committee Member mean?**

If you would like to consider joining, here is a minimum of what would be required:

- Able to commit to a 2 year term
- Able to meet on a monthly basis
- Meetings held at a convenient time, after 5.45pm to allow for travel/work. Presently we opt for a Tuesday night. This can be altered if the committee vote for a different time or day.
- Meeting are held in a centrally convenient location, at the moment held at St Andrews Hospital, the parking is great and the facilities comfortable.
- Ability to contribute ideas, opinions and working knowledge to the meetings.
- Attendance at most educational events (held x3 times per year as well as usually one full or half day on a Saturday) to help set up, close down, mingle with day surgery nurses.
- Designated role descriptions.

See below for more info

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### **EXCERPT FROM OUR CONSTITUTION: ELECTION OF THE MANAGEMENT COMMITTEE**

#### **7. ELECTION OF THE MANAGEMENT COMMITTEE**

- The election of the President and Committee members for the ensuing twenty four (24) months shall be by the financial members at the AGM. General members eligible to vote are eligible for election to the Committee.
- The newly elected Committee shall assume responsibility as soon as practical following the AGM. The outgoing members will attend the next Committee Meeting to provide handover of the role, information, responsibility and any business attached to their position to the newly elected committee.
- The President will be elected by the members at an AGM.
- Nomination for each candidate for election as Committee Member shall be proposed and seconded respectively by two (2) financial members at the AGM.
- Each Office Bearer and/or Committee Member is eligible for re-election.
- Contested offices shall be subject to secret ballot by the members voting at such a meeting with the successful candidate receiving at least fifty percent plus one (50% + 1) votes from voting members present at the meeting.

## **8. COMMITTEE**

- The Business and Affairs of the Association shall be under the control of the Committee.
- The Committee may exercise all powers of the Association which it considers necessary to carry out the objectives of the Association.
- The Committee shall comprise of:- Office Bearers: whom should be different
- President
- Secretary
- Treasurer

Office bearer/s may hold other committee roles as required

**Committee roles** may include:

- President Elect
  - Education Portfolio
  - Journal Liaison
  - 1st Australian Day Surgery Nurses Association (ADSNA) Representative
  - 2nd ADSNA Representative
  - Trade Sponsorship Liaison
  - Treasurer Elect
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- The Committee shall contain a mix of representatives from a Public Hospital, Private Hospital and a Freestanding Unit, whenever possible. These members must be financial members elected by the general membership.
  - During extended leave the office bearer/role bearer shall hand all duties to another Committee Member
  - Should any vacancy occur, other than in the normal course of elections, the committee may fill such vacancy from the financial members of the Association, and such member so appointed shall hold office until the next AGM.
  - Members of the Committee who have been absent for three (3) consecutive meetings will be requested to stand down from their position, unless by leave of absence granted by the committee.
  - The Committee shall meet at least six times a year or more often if necessary to conduct the Business of the Association. The President or the Secretary or two (2) Committee Members shall have the power to call a meeting of the Committee.
  - The President shall chair all meetings. In the President's absence another Committee member nominated by the President shall chair the meeting.
  - The quorum for Committee Meetings shall be fifty percent + one (50% + 1) members present in person or via teleconference.

### **8 B) Sub Committees**

- The Committee shall have the power to delegate any of its powers to a sub - committee to deal with any matter or matters the Committee sees fit.
- The President, Secretary and Treasurer shall be ex-officio members of all such sub-committees.
- Any sub-committee so appointed shall at all times be and remain subject to the overriding authority of all committee members.
- All sub-committees will elect their own chairperson.
- All sub-committees shall provide a report to the Committee on recommended actions and outcomes.

### **8 C) Voting Rights**

- All Committee members have equal voting rights except the President, who will have a casting vote.

### **8 D) Terms of Office**

- Committee Members will be elected for a period of two (2) years with a right to renewal.

## **9. OFFICE DUTIES**

### **9 A) President.**

- Shall represent the Association on official business.
- Shall preside at all Association Committee Meetings of the Association.
- Shall act as chairperson at all committee meetings.
- Shall present to the AGM a report of activities and business that have significantly affected the affairs of the Association.
- In conjunction with the Treasurer; ensure financial institution account signatories who no longer have signatory rights, are removed and new signatories are added at the current financial institution. This may occur when members resign, are elected or change positions within the committee.

### **9 B) Secretary**

- Shall keep an accurate record of proceedings of all Committee meetings.
- Shall ensure all notices of meetings and such other notices as required by the Committee are issued.
- Shall receive and present to the Committee all correspondence on behalf of the Association.
- All correspondence in relation to matters of the Association shall be directed to the Secretary to allow for tabling at Committee meetings.
- Minutes must be moved at each meeting when a quorum is present and copies kept electronically.
- The books and/or electronic records containing the minutes of proceedings of any general meetings or of a meeting of the committee must be kept in the custody of the Secretary or Officer of the Committee.
- The books/electronic records containing the minutes of proceedings of general meetings must be made available for inspection by any member without charge.

### **9 C) Treasurer**

- Shall receive all monies and issue receipts for same.
- Shall bank such receipts in an approved account at a financial institution approved by the Committee at the earliest reasonable opportunity.
- Shall maintain an accurate accounting record of all monetary transactions of the Association, and make this available for inspection by members.
- Shall prepare an Annual Balance Sheet and Statement of Inspection of accounts for presentation to the AGM.
- Shall keep a register of all financial members.