

AUSTRALIA BRANCH COUNCIL NOMINATION FORM

I hereby nominate

*(insert printed name of Nominee)*

To undertake the position of; tick one position **ONLY.** Refer Page 2 for **Role description guidance**.

National Secretary

National Treasurer

Ordinary Director (nominally representing Fire Engineering)

Ordinary Director (nominally representing Fire and Emergency Services)

Ordinary Director (nominally representing Fire Industry)

Signed **Proposer**

*(signature)* *(printed name of Nominator)*

Signed **Seconder**

*(signature)* *(printed name of Seconder)*

Signed **Supporter**

*(signature)* *(printed name of Supporter)*

**Important Advice to Nominees**

* Please ***sign and date*** the form as authorisation that you accept the nomination for the position indicated above.
* Please be aware that should you be successful in obtaining the position that you will become a Director of IFE Australia Branch and be liable in law for the business operations of the Branch.
* This Nomination does not automatically result in you securing the position for which you have been nominated but may lead to you being a candidate in a Ballot process in the event that more than one person has been nominated for the same position. You will be notified via email throughout the process of what is happening at various stages.

**NB:** Please complete and attach **APPENDIX ‘C’** (**Personal Biography/Manifesto)** to this Nomination Form. Failure to do so will result in your Nomination being deemed invalid. In the event of a Ballot being required your Biography/Manifesto will be published as part of the information package for voters.

Signed Candidate

*(signature)* *(date)*

Role Description Guidance

**Secretary**

The Secretary is the administrative position for the Board. The Secretary may delegate all or part of their duties and functions to another Council member, employee or contractor of IFE Australia, however the Secretary remains accountable for any duties or functions so delegated. The Secretary is accountable for ensuring the following functions are conducted in a timely and professional manner:

* Recording attendance at Council meetings and noting apologies;
* Taking minutes of the meeting in a way that the Council has endorsed, and preparing them in written form for acceptance at the following meeting;
* Presenting correspondence at Council meetings, the AGM and other meetings, and noting action to be taken for recording in the minutes;
* Ensuring the accuracy of safe storage of Council files and records;
* Maintain a register of Council members and their contact details;
* Maintaining an up-to-date register of members names, addresses, joining date and membership status; and
* Ensuring membership renewal notices are sent at the appropriate time.

**Treasurer**

The Treasurer may delegate all or part of their duties and functions to another Council member, employee or contractor of IFE Australia, however the Treasurer remains accountable for any duties or functions so delegated. This role oversees IFE Australia’s finances on behalf of the Council and in consultation with the President and Secretary needs to be fully informed about the financial position of the organisation at all times. The responsibilities of the position include:

* Ensuring that financial management systems, procedures and controls are in place and are followed;
* Ensuring that appropriate arrangements are in place for the security and maintenance of IFE Australia’s physical assets;
* Ensuring the annual budget (in consultation with the President and Secretary) is presented to the Council;
* Monitoring financial reports and alerting the Council of any concerns regarding financial performance against the annual budget;
* Meeting with the President and/or Secretary, as necessary, between Council meetings to obtain feedback and provide support;
* Ensuring that accurate and informative financial reports are prepared for the consideration of the Council;
* Ensuring financial reporting requirements are met and that an annual external audit is conducted within Constitutional requirements and required timeframe;
* Ensuring that the Council receives qualified external advice before making any investments or taking out loans in IFE Australia’s name in accordance with the Financial Delegation Matrix;
* Assisting the Council in the preparation of submissions for funding.

**Ordinary Directors**

Ordinary directors do not have a specific set of duties however specific duties may be delegated by the Branch Council to each director based on their skills and interest to meet the objectives and/or requirements of the Branch Council. In addition, each branch council member has the duties described in item (6) of the Constitution.