

## EPHEA Executive Committee Nomination Form

I wish to nominate (please print name)
<b>Name:</b>
<b>For the position of:</b>

Applications of candidates require two EPHEA members to endorse the nomination.  
**Important!** Nomination may also be obtained via email and submitted via email with this form.

Nominator 1
<b>Name:</b>
<b>Signature:</b>
<b>Additional comments (optional):</b>

Nominator 2
<b>Name:</b>
<b>Signature:</b>
<b>Additional comments (optional):</b>

I consent to this nomination and have read the **Roles and Responsibilities for Office Bearers and Committee Members**. I am currently employed as an Equity Practitioner in a higher education institution or related body. I am currently a financial member of EPHEA.

Nominee consent (by signature here)	
<b>Signature:</b> _____	<b>Date:</b> _____

Contact details for Nominee	
<b>Current employer:</b>	
<b>Position:</b>	<b>Email:</b>
<b>Work unit:</b>	<b>Phone:</b>
<b>Employer address:</b>	

Please briefly outline why you are nominating for this position and what key skills you can bring to this position. Please reflect on the information 'Roles and Responsibilities for Office Bearers and Committee Members' attached below in your response (up to 300 words).

Please email your nomination to EPHEA Secretary.

**RETURN VIA EMAIL TO:** [lara.rafferty@rmit.edu.au](mailto:lara.rafferty@rmit.edu.au)

**Contact for further information:** Lara Rafferty, EPHEA Secretary  
Telephone: +61 3 9925 2006  
Email: [lara.rafferty@rmit.edu.au](mailto:lara.rafferty@rmit.edu.au)

EPHEA acknowledges the Traditional Owners throughout Australia and New Zealand, and recognises their continuing connection to land, waters and community. We pay our respects to them and their cultures; and to elders past, present and future.

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ABN 83 569 274 192  
[www.ephea.org](http://www.ephea.org)

## ROLES AND RESPONSIBILITIES FOR OFFICE BEARERS AND COMMITTEE MEMBERS

### Responsibilities and general duties of office bearers and committee members (ordinary members)

- The general responsibilities of the EPHEA Executive Committee is to manage the affairs of the Association on behalf of members. The EPHEA Executive Committee has power to perform a range of activities under the Association's Constitution for the proper management of the affairs of the Association.
- A term of office will be at least one year.
- Each member of the committee is, subject to the constitution, to hold office until the conclusion of the annual general meeting following the date of the member's election, but is eligible for re-election.
- All Executive Committee members should ensure they have the support of their tertiary institution and must be eligible equity practitioners.
- The Executive Committee meets about 4 times a year (usually by teleconference) and hosts Annual General Meeting (AGM) where members will meet in person or via teleconference.
- All Executive members will contribute to EPHEA's strategy planning, setting agendas, advocacy activities, public policy monitoring and administrative duties as well as any additional duties as outlined if undertaking office bearer roles.
- The Executive members work with the host institution to provide guidance and support for the EPHEA biennial conference.

### Specific roles of office bearers

#### President and Vice-President

The president will have background in either staff or student equity and will advocate on behalf of the Executive Committee and members appropriately. If expertise is staff equity they will most commonly interact with WGEA and other related organisations. If expertise is in student equity they will liaise with the Department of Education and the National Centre for Student Equity in Higher Education. This may include a position on the NCSEHE's Advisory Board. It is desirable to have the President and Vice-President to have expertise in different areas.

#### Treasurer

It is the duty of the treasurer of the Association to ensure that all money due to the Association is collected and received and that all payments authorised by the Association are made, and that accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association in line with incorporation guidelines under the Office of Fair-Trading NSW.

The Treasurer provides a report at each meeting, manages the bank accounts of the organisation and any necessary tax or audit concerns as they arise. The Treasurer works closely with the Secretary, Membership Officer and Public Officer to ensure that the membership database is up-to-date and ensure that members are invoiced at the appropriate time for their fees.

## **Secretary**

The Secretary is responsible for receipting incoming membership applications for consideration by the Committee. The Secretary sets up teleconferences for meeting, drafts agendas and takes minutes.

It is the duty of the secretary to keep records and minutes of all appointments of office-bearers and members of the committee; the names of members of the committee present at a committee meeting or a general meeting, and all proceedings at committee meetings and general meetings.

## **Membership Officer**

The Membership Officer is responsible for processing incoming membership applications, managing the membership database and the membership email list. The Membership Officer, Treasurer, Secretary and Public Officer work closely to ensure that the membership database is up-to-date and ensure that members are invoiced at the appropriate time for their fees.

## **Ordinary members**

Ordinary members with expertise in staff or student equity are encouraged and are asked to contribute support to office bearers or take on additional areas of responsibility as they arise.

In particular EPHEA is keen to include Ordinary members with expertise in particular widening participation, Disability Services, LGBTIQ issues, Indigenous issues, Maori and Pasifika issues in either NZ and/or Australian context, cultural diversity, gender equity and anti-discrimination.

If you have particular skills in administration, finance, web maintenance and development, social media, research, writing of submissions and funding applications, or strategic management skills, these will be welcomed on the Executive Committee.

## **Other roles**

### **Public Officer**

The Public Officer is not a member of the Committee and is not elected. This appointment is legally required by the NSW Associations Act. The Public Officer is the official point of contact for the incorporated association, and must reside in NSW, where EPHEA is incorporated. The Public Officer is responsible for:

- ensuring that EPHEA complies with all requirements of the Associations Incorporation Act 2009
- lodgment of official reports with NSW Fair Trading
- acting as the official contact for the association
- custody of all records, books and other documents relating to the association
- ensuring the membership register is kept up to date, and making it available to members as per the Constitution.

## **For more information:**

If you have further inquiries regarding nominating for membership positions please contact EPHEA at [www.ephea.org](http://www.ephea.org)