**Incorporated Associations Registration Number: A0032560Y**

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Board Membership Policy

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| **BOARD MEMBERSHIP POLICY.**SEAANZ is a volunteer membership organisation and in terms of its Constitution all Board members must be elected from the SEAANZ membership.The SEAANZ Board meets approximately 6 times per year and operates in a collegiate manner. The Board adopts high standards for corporate governance and compliance with all legislative and contractual obligations as well as communicating with and nurturing its membership of volunteer mentors.Subject to complying with the membership criteria outlined below, all SEAANZ members are entitled to seek election to the Board.Board elections occur at the SEAANZ Annual General Meetings which are held each year and all Directors are elected for one year terms. Directors may if they so wish, seek re-election at subsequent Annual General Meetings but with the limitation that their maximum tenure on the Board is a total of three years before being required to stand down. Board positions to be elected are as follows:* Chair
* Deputy Chair Governance
* Deputy Chair Small Business
* Secretary
* Treasurer
* and up to five additional members to form a Board of Directors of up to ten members in all.

The Board usually meets bimonthly. In addition an Executive Team will be created made up of the Chair, Vice Chairs and Treasurer. The Executive team will meet as needed to assist in supporting the operations of the organisationNominations of candidates for election to the Board must be in written form, be supported by a member of the Association and be delivered to the Secretary of the Association not less than thirty days before the date fixed for holding the Annual General Meeting. All nominations are reviewed/approved by the Executive team to ensure alignment with the Board identified skills requirements. Any objection to the denial of an application can be referred to the grievance committee for review.It is suggested that potential applicant first discuss their interest with the Chair or member of the Executive team before submitting an applicationNomination forms may be obtained from the Secretary or the SEAANZ office.**Membership Criteria.** 1. Any person who applies for membership and is approved for membership of the Association is eligible to stand for the Board.
2. Applicants seeking election to the Board must have signed and agree to abide by the Association’s Code of Ethics and if elected to the Board, agree to inform the Chair or Deputy Chair of any possible conflicts of interest, either personal or business related, that may arise at any time.

 1. Applicants seeking election to the Board should have completed at least one year of satisfactory service as a member of the Association and be in compliance with the membership criteria outlined in this policy document.
2. All Directors must be willing to accept leadership roles within the organization and be prepared to provide assistance to the Chair, Deputy Chair and Secretary as may be required.
3. Applicants seeking election to the positions of Chair or Deputy Chair should have attended at least 75% of scheduled Board meetings and events in the past year.

**Exceptions to this Policy:**1. The Chair, Deputy Chair, Secretary and Treasurer of the Association if they wish to continue in those roles and the Board agrees with their continuance in those roles may extend their terms on an indefinite basis subject however to them submitting themselves for re-election at each Annual General Meeting as with other Directors of the Association.
2. In the event that the Board wishes to appoint a person to the Board with particular skills that will benefit the Association, then some discretion of the membership criteria may be exercised in appointing such a person providing a vacant Board position exists. That appointment will be regarded as filling a casual vacancy and the person filling that position will require to submit his/her name for election at the next Annual General Meeting in terms of clause 20.6 of the Constitution should they wish to nominate.
3. The Board will conduct an annual review of the needs of the organisation to assess the skills needed to create a balanced Board. Applications to join the Board must align with the skills being sought.

**Policy Review.**The Board will review this policy document annually to determine its adequacy for current circumstances and make any changes considered necessary.**APPROVED BY THE BOARD: ………………………………….**……………………………… ………………………………. (Chair) (Secretary) |
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