



## UNESA 2014 Annual Election

### Nomination Form for election to the Board of Directors

**Note:** A nominee for any position on the Board of Directors of UNESA must be considerate of:

- their capacity to complete a full term as a member of the Student Association, ie, as a currently enrolled student.
- their availability to attend compulsory governance training in Armidale on Saturday, 2 August. Travel, accommodation and meals will be arranged and paid for by UNESA.
- the general requirements of the nominated position as detailed at the bottom of the nomination form

Nominee Details		
Full name:		
Address:		
	State:	Postcode:
Student Number:	Email address:	<b>@myune.edu.au</b>
Telephone Number:	Course of study:	
Mode of study – internal or external:		Expected graduation year:
Nominee Bio		
Please attach a Word document to your nomination form with the following information:		
<ul style="list-style-type: none"> <li>• In 300 words or less, tell us a bit about yourself. This information will be used as your election bio for “Nucleus”, the UNESA website and social media sites</li> <li>• Skills and experience you would bring to the UNESA Board</li> </ul>		
Nominated Position/s – refer to position descriptions attached		
I wish to nominate for the following position/s:		
<input type="radio"/> President	Elected by and from current UNE student cohort	
<input type="radio"/> Vice President	Elected by and from current UNE student cohort	
<input type="radio"/> Postgraduate representative	Elected by and from current UNE postgraduate student cohort	
<input type="radio"/> Undergraduate representative	Elected by and from current UNE undergraduate student cohort	
<input type="radio"/> Internal student representative	Elected by and from current internal student cohort	
<input type="radio"/> Residential College representative	Elected by and from current cohort of students living in college	
<input type="radio"/> Indigenous Student representative	Elected by and from current cohort of Indigenous students	
<input type="radio"/> International Student representative	Elected by and from current cohort of international students	
<input type="radio"/> External student representatives	Elected by and from current cohort of external students	
<input type="radio"/> General student representatives	Elected by and from current UNE student cohort	
<b>Note:</b> students can nominate for more than one position for which they are eligible.		



### Declaration of nominee

I ..... declare that the above information is true and accurate

**Signature of nominee** ..... **Date:** .....

### Declaration of seconder to nomination

I ..... a member of the University of New England Students' Association endorse the application of ..... in the 2014 UNESA elections.

**Signature of seconder** ..... **Date:** .....

Student number of seconder: .....

1. **Print out the form, fill it in and sign it. Nominee and seconder to both sign the form. The seconder must be a member of UNESA.**
2. **Scan the form**
3. **Email the**
  - **completed, signed and scanned form**
  - **your bio**
  - **a JPEG or PNG photograph of yourself to:**

**[studentreturningofficer@une.edu.au](mailto:studentreturningofficer@une.edu.au)**

### Principal election dates

Nominations open	12 noon, Sunday, 15 June, 2014
Nominations close	12 noon, Sunday, 29 June, 2014
Voting opens	12 noon, Monday, 7 July, 2014
Voting closes	5 pm, Monday, 21 July, 2014
Poll declared	12 noon, Tuesday, 22 July, 2014

**Note:** *Incomplete or late nominations will not be accepted*

## Board of Directors Position Descriptions

### The President

1. Will be available to meet with, discuss issues with and generally guide the Executive Officer and staff in a timely and proper manner
2. Will be able to commit a minimum of 25 hours per week to this position
3. Is a partner with the Executive Officer in achieving the Association's purpose, values and vision
4. Provides leadership to the Association's Board of Directors, which sets policy and to which the Executive Officer is accountable
5. Chairs meetings of the Board
6. Encourages the Board's role in strategic planning
7. Serves ex-officio as a member of committees and attends their meetings when invited
8. Discusses and reviews issues confronting the Association with the Vice-President and Executive Officer
9. Helps guide and mediate the Board actions with respect to Associational priorities and governance concerns.
10. Monitors financial planning and financial reports
11. Plays a leading role in fundraising activities (non-profit only)
12. Evaluates the performance of the Executive Officer and informally evaluates the effectiveness of the Board members for the purpose of the New England Award (NEA)
13. Reports to UNE Council annually on the performance of the Association in achieving its mission and membership
14. Performs other responsibilities assigned by the Board
15. The President is expected to be eligible and available for the full term of elected office
16. Be available for Orientation Week, induction training and intensive school activities

### The Vice-President

1. Will be able to commit a minimum of 10 hours per week to this position
2. Chairs meetings of the Association's Board of Directors when the President is not available
3. Discusses and reviews issues confronting the Association with the President and the Executive Officer
4. Delivers and monitors financial planning and financial reports to the Board with assistance from the Executive Officer
5. Works closely with the President and staff to achieve policy outcomes, as determined by the Association's Board of Directors
6. Performs other responsibilities as assigned by the Board
7. The Vice-President is expected to be eligible and available for the full term of elected office
8. Will be available for Orientation Week, induction training and intensive school activities

### All Board Members

1. Will be able to commit a minimum of 5 hours per week to this position
2. Accurately and objectively presents the views and concerns of the student body
3. Accurately and objectively presents the views and outcomes of the Board to the student body
4. Attends scheduled Board meetings throughout the academic year
5. Provides accurate feedback to the student body on the proceedings of the Board
6. Actively participates on the Board as a student representative
7. Attends as many student functions as possible, dependent on circumstance
8. Be prepared to represent the Board to the university on various committees such as Council, Academic Board or review panels
9. Are expected to be eligible and available for the full term of elected office
10. Will be available for Orientation Week, induction training and intensive school activities