As a non-profit member based organisation, Australasian Campuses Towards Sustainability (ACTS) is a sector champion that aims to inspire, promote and support change towards best practice sustainability within the operations, curriculum and research of educational institutions. We actively seek to build community and business partnerships at the local, regional and international level, in order to bring together a network of people for positive engagement, capacity building and change.

Paramount to the success of the association is the time and dedication provided by our voluntary management committee (referred to as the Executive Board). This passionate group of sustainability
minded professionals and educators has guided the strategic direction of ACTS, supported its initiatives
and broadened the standing of ACTS regionally and in an international arena.

To continue this work, ACTS is pleased to announce a call for nominations for the following officer positions:

|  |  |
| --- | --- |
| Position title | **Treasurer** |
| Location | Australasia |
| Key responsibilities | This role will be filled by someone with an ability to provide management support to the President, whilst also having the capacity to appropriately manage ACTS’s finances to ensure the financial viability of the organisation, including the following tasks:* Delivering a monthly year-to-date income and expenditures report to the Board through ACTS financial management system, Quickbooks;
* Reviewing and updating the financial year forecast with actual income and expenditures for monthly Board review;
* Delivering an annual financial year forecast to the Board prior to the start of each financial year;
* Approving online bank payments for expenditures submitted by the Board Secretary;
* Ensuring superannuation payments for ACTS’s independent contractors are paid prior to quarterly deadlines;
* Supporting the President to coordinate ACTS’s independent contractors’ annual contracts and work plans;
* Completing and submitting the annual information statement for Australian Charities and Not-for-profits Commission following completion of the annual audit;
* Supporting ACTS’s independent contractors through developing registration and sponsorship pricing for the annual ACTS conference and Green Gown Awards; and
* Supporting ACTS’s independent contractors with the annual financial audit.
 |

The continuing ACTS Board Members will support the officer positions:

* President
* Secretary
* Vice President for Education for Sustainability (EfS)
* Vice President Strategy
* Vice President Partnerships
* Vice President Resources
* Vice President Programs
* Vice President New Zealand

 **FAQS**

***How long will I hold the position for?***

Generally each position is held for a three-year period. However, you are able to announce your resignation from the role in writing to the President and the Executive Board prior to this time if need be. Note that as per the ACTS incorporated association constitution, Executive Board Members must officially re-nominate for their positions each year at the ACTS Annual General Meeting.

***How much of my time is it likely to take?***

This really is up to the person holding the position, though we would expect it to take at least 8 hours of your time every quarter, for a total of 32 hours annually (less than a week!). This is not a set amount of time, but an estimation of participation required to be effective. You are quite welcome to put in more time to achieve more if you so desire.

***Am I eligible to nominate?***

All staff and students of ACTS Institutional Members are eligible to nominate for a position on the ACTS Executive Board. The current list of ACTS Members can be found at www.acts.asn.au

***How are Board Members selected?***

ACTS calls for nominations for the ACTS Executive Board prior to the ACTS Annual General Meeting, to be held on the 2nd November 2017 at the ACTS Conference. Nominated individuals are officially voted into positions at the AGM. If multiple nominations for a single position are received, an online voting ballet will take place and AGM participants will vote for one of the nominated individuals. The nominee that has the highest amount of votes will then be officially voted into position.

***Will I have a budget to use if needed?***

Executive Board members need to discuss spending with the President and Treasurer. Where possible, ACTS will support any expenditure requests by Executive members.

***Will I have an opportunity to grow the role?***

Most definitely! We are quite happy to support the innovation, expertise and knowledge of those people fulfilling the roles to ensure the best outcome possible for both parties.

***Should I discuss this role with my supervisor?***

Yes. It is important that you have your supervisor’s support for you to undertake the role. As a Board member, your institution will receive notable mention on the ACTS website for the contribution you are making.

***Is anyone from ACTS available to talk with my supervisor if required?***

Of course. We would be more than happy to discuss the role, ACTS, or anything else that is considered important with your supervisor, if you think it will assist in your nomination and/or fulfilling the role.

**Any further questions, please do not hesitate to contact Leanne Denby – ACTS President (****leanne.denby@mq.edu.au****) or Rhiannon Chamberlain – General Manager (****r.chamberlain@acts.asn.au****).**

**If you are interested in nominating for a role, please complete the nomination form and return it with a copy of your resume to Rhiannon by COB 27 November 2017.**

|  |
| --- |
| Name       |
| Institution    |
| Position Title      | Time in role    |
| Phone       | Email |

I would like to nominate for (please tick appropriate box/es):

**Executive Board:** Treasurer ☐

Please describe why you would be a valuable member of ACTS Executive Board. Please note this content will be used at the AGM, in the event there are multiple nominations for a single position.

|  |
| --- |
|      |

I have the support of my supervisor to undertake this role Yes / No

|  |  |
| --- | --- |
| Supervisor’s name:       | Supervisor’s signature: |

I understand that this role will require me to assist ACTS in moving forward and am willing to be actively involved. I understand that my name, institution and other relevant information will be used on the ACTS website, and where necessary, for ACTS communications, for example, media profiles. I have attached
copy of my CV with this nomination.

|  |  |
| --- | --- |
| Nominee’s signature:  |  / /  |