

**NOMINATION FOR ELECTION TO**

**CDAA NATIONAL EXECUTIVE COMMITTEE – from 2024 AGM**

Nominations are now called from Life, Fellow, and Professional members to join the National Executive Committee (NEC) of the Career Development Association of Australia Incorporated.

**Eligibility to nominate.**

Under the terms of Section 5.1.2 of the CDAA Constitution, membership of the Committee is open to Life Members, Fellows and Professional Members granted eligibility under their terms and conditions of membership, who are in good financial standing and not disqualified or prohibited by the *South Australian Incorporations Act* 1985 from being members of the Committee.

Nomination is no guarantee of election. The current Executive (President, Vice-President, Secretary and Treasurer) will review nominations and assess suitability for the incoming NEC and present successful nominations to the Association at the Annual General Meeting (AGM) for election. All nominees will be notified of the status of their nomination prior to the AGM.

The responsibility of the National Executive Committee (NEC) is to both lead and govern the Association; to maximise opportunities for a thriving organisation serving the needs of members now and into the future.

All persons on the NEC are legally accountable under the SA Incorporations Act 1985. They are also professionally and morally accountable under the CDAA Constitution.

**Invitation to nominate for the CDAA National Executive Committee (NEC), commencing from the CDAA 2024 AGM.**

Positions and Terms of Office:

National President – 3 year term 2024 – 2027

General Committee (1) – 3 year term 2024 – 2027

General Committee (2) – 3 year term 2024 – 2027

**Further information**

Eligible members intending to nominate for the NEC are encouraged to familiarise themselves with the attached statement of NEC responsibilities and expectations, as well as review Sections 5 & 6 of the Constitution. Questions about the positions should be addressed to National President Linda Jeffrey

**Election process**

In accordance with the CDAA Election Procedures, should there be more than one nomination for any vacancy then an election of NEC members shall be conducted by *secret postal ballot* using a *preferential voting system*, under the control of a Returning Officer appointed by the current NEC and who is not a nominee for election.

**Your nomination**

Your nomination should be made in writing on the enclosed Nomination Form and signed by yourself and a Life, Fellow, Professional, Associate or Retired Member. Please answer the questions on the statement supporting nomination. Please keep your response to 800 words (total).

**Lodgement**

Nominations open March 11, 2024. Your Nomination Form and Statement should be lodged as follows:

Deadline: COB Monday 17 April 2023

Attention: The Returning Officer, CDAA 2023 AGM

Email: ceo@cdaa.org.au

Address: Career Development Association of Australia; PO Box 378 Brighton SA 5048

**CDAA NATIONAL EXECUTIVE COMMITTEE (NEC)**

**Statement of Responsibilities and Expectations**

**Responsibility**

The responsibility of the National Executive Committee (NEC) is to both lead and govern the Association; to maximise opportunities for a thriving organisation serving the needs of members now and into the future.

All persons on the NEC are legally accountable under the SA Incorporations Act 1985. They are also professionally and morally accountable under the CDAA Constitution.

Leading and Governing will be achieved by the NEC members individually and collectively ensuring that:

* The right purpose, strategy, and direction are implemented,
* Finances are on a sound footing,
* Operations are both legal and ethical,
* Members are consulted and informed,
* Committees operate successfully,
* Both paid staff and volunteers are “right for their role”, are managed professionally and have adequate direction and tools to do their job,
* Agreed outcomes are achieved,
* Risks are identified and managed, and
* Circumstances are vigilantly and pro-actively reviewed, with adjustment as necessary.

All NEC members have an obligation to:

* Accountability – taking responsibility for the operations and impact of the Association,
* Transparency – ensuring that information about the Association’s operations is as accessible as possible to members, stakeholders, and the wider community,
* Disclosure – being open to scrutiny and dealing effectively with potential conflicts of interest, and
* Independence – maintaining a collective decision-making culture and independence from outside direction or interests.

The NEC has primary responsibility for driving the Strategic Plan that sets out the key goals and objectives for the Association’s development.

The role of NEC is supported by National Office staff that have responsibility for managing the Association’s day to day operations.

**Commitment**

NEC membership requires passion for continuously improving the Association and availability of an average minimum of two hours per week.

NEC members need to:

* Think carefully and critically about what is going on in the Association and contribute to continuous improvement,
* Attend to the Association’s business with reasonable care and diligence,
* Develop, read and/or contribute discussion papers and/or proposals,
* Attend monthly meetings (evenings),
* Be a pro-active contributor to NEC discussions,
* Examine new proposals to test whether they are in the best interests of the Association,
* Actively participate in NEC sub-committees, working parties or project teams,
* Be willing to ask hard questions, even if others seem unconcerned, and
* Maintain open two-way communication with members.

**Capability:**

The capabilities required of NEC members include but are not limited to:

* Leadership,
* Understanding of the not for profit and member service environment,
* Strategic thinking,
* Business acumen,
* Results oriented,
* Collaborative and participative approach to working in a small group,
* Understanding of governance accountability,
* Financial literacy,
* Communication, and
* Creative thinking.

Some roles within NEC require additional specific capabilities. For example, the role of National Treasurer requires an increased level of financial literacy. The role of National Secretary requires an increased level of understanding of governance accountability.

**Induction:**

All new NEC members are provided with an induction by the National President and National Manager, to support transition onto the National Executive and identify any areas where additional development will benefit.

**References:**

[An introduction to board responsibilities](https://www.nfplaw.org.au/free-resources/who-runs-the-organisation/responsibilities-of-the-board-and-committee-members#new) provides an introduction to the legal role and responsibilities of being a CDAA NEC member. Other explanatory documentation will be provided as part of induction.

**Benefit:**

You will be contributing to your Association and advancing a cause that you believe is important. You will be working with like-minded people and could gain valuable skills and experience.

Thank you for considering nominating to the NEC.



**NOMINATION FOR ELECTION TO**

**CDAA NATIONAL EXECUTIVE COMMITTEE – from 2024 AGM**

I wish to nominate for election to the National Executive Committee (NEC) of the Career Development Association of Australia Inc.

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| --- | --- | --- |
|  |  |  |
| *First Name* | *Surname* | *Membership Type* |

I wish to nominate for the following position(s):

[ ]  National President – 3 year term 2024 – 2027

[ ]  General Committee (1) – 3 year term 2024 – 2027

[ ]  General Committee (2) – 3 year term 2024 – 2027

**Nominee’s Declaration**

In support of my nomination, I attach my Statement and declare that I am:

* a Life Member, Fellow, or Professional Member of good financial standing;
* familiar with the duties of the NEC position for which I have nominated;
* not disqualified or prohibited under the *Associations Incorporation Act* 1985 of the State of South Australia from being a member of the NEC.

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| --- | --- |
|  |  |
| *Signature* | *Date* |

**Seconder**

I am a Member of the CDAA that is eligible to vote in this election[[1]](#footnote-1) and wish to second the nomination of the above member for the position indicated above:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| *First Name* | *Surname* | *Membership Type* |

|  |  |
| --- | --- |
|  |  |
| *Signature* | *Date* |

**Lodgement**

Your completed Nomination Form and Statement should be lodged as follows:

Deadline: COB Monday 5 April 2024

Attention: The Returning Officer, CDAA 2024 AGM

Email: ceo@cdaa.org.au

Address: Career Development Association of Australia; PO Box 378 Brighton SA 5048

**Statement supporting Nomination.**

*(please limit your response to 800 words in total)*

**Please provide the reason/s why you would like to join the NEC.**

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**What are your key capabilities that you will bring to the NEC?**

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**What do you hope to achieve in your term of office for the Association?**

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**Please detail your relevant experience and achievements in relation to the position for which you are nominating.**

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**Are there any aspects of the NEC Responsibilities, Commitment or Capability that concern you, or you would like further explanation?**

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1. Life Members, Fellows, Professional Members, Associate Members, Retired Members who have been granted eligibility under the terms and conditions of membership with the Association. [↑](#footnote-ref-1)