

2021



Member Representative and Committee Nomination Information

*For Australian Neighbourhood Houses and Centres
Association*

Table of Contents

- 3** About ANHCA
- 4** ANHCA's Purpose
- 5** Get Involved with ANHCA
- 6** Becoming a Committee Member
- 7** Becoming a Member Representative
- 8** Member Representative & Committee Member Process
- 13** ANHCA Member Representative Nomination Form
- 14** ANHCA Committee Nomination Form

About ANHCA

Australian Neighbourhood Houses and Centres Association (ANHCA) is the national peak body for Neighbourhood and Community houses and centres in Australia (NCHC's). With a vision for strong local communities, ANHCA represents over 1000 houses and centres across Australia.

ANHCA is committed to the development of place based solutions to meet the economic, social and civic opportunities and challenges that are currently facing Australian communities. To achieve this, ANHCA works to support the evolution of strong local communities through the empowerment of engaged local leaders and the creation of community partnerships.

Every year there are more than 14 million visits to a Neighbourhood or Community House or Centre in Australia. With unparalleled reach into local communities, we strengthen the foundations of communities to enable people and their families to thrive. Houses and centres are located in some of the most geographically isolated and disadvantaged communities in Australia and work with their communities to identify needs and facilitate local opportunities. This approach underpins the very core of what our sector offers as places where people from all walks of life, age, ability, race and gender come together to connect, learn, create, celebrate and contribute.



ANHCA's Purpose



- 1** To contribute to national policy & issues of common interest to the Neighbourhood House & Centre Sector in Australia
- 2** To promote and strengthen the national identity of the Neighbourhood House & Centre Sector in Australia
- 3** To enhance the quality, skills and knowledge of the Neighbourhood House & Centre Sector in Australia
- 4** To support the activity and work of the Neighbourhood House & Centre Sector in Australia

Get Involved with ANHCA

Would you like to get involved with the governance of ANHCA? There are two ways you can get involved - as a state representative or as a committee member. These positions are open to anyone in the neighbourhood and community houses and centres sector.

Member Representative

As a member representative you will represent one of the member states, New South Wales, Queensland, South Australia, Tasmania, Western Australia, and Victoria. As a state representative you will be appointed to act as a member states representative where you will vote at general meetings and stand for election. Please find the application form on page 13.

Committee Member

ANHCA's committee consists of up to eight members from each state, with specific roles as President, Vice President, Treasurer and Secretary available. Please find the application form on page 14.

A committee members responsibilities include:

- accountability – ensure ANHCA meets its obligations, manages its finances and operates transparently
- strategy – setting ANHCA's long-term goals
- resourcing – securing funding and other resources to support the work of ANHCA
- advocacy – representing the ANHCA to the community and to its members and stakeholders
- monitoring – ensure ANHCA is run as required under its governing document and the law.

Becoming a Member Representative

As a state representative you will be appointed to act as a member states representative where you will vote at general meetings and stand for election.

For Member representatives as outlined in 5.7 of the constitution:

Each member state or territory shall select a person to act as its representative at general meetings of the Association. Representatives must be recognised, active participants within the Neighbourhood Houses & Centres Sector and in good standing with their state or territory peak or representative body.

The person appointed is entitled to exercise all the rights to which a member is entitled including the right to vote at general meetings and is entitled to stand for election to the Committee.

Please note: The Peak Member Organisations must appoint its own Member Representative, the Peak reserves the right to reappoint that Representative at any time for any reason it chooses.

Becoming a Committee Member

Becoming a committee member of ANHCA is extremely rewarding, as you are deeply involved with the strategic planning and governance of the organisation.

23. ELECTION OF COMMITTEE MEMBERS

23.1 Candidates for election as members of the committee must be recognised, active participants within the Neighbourhood Houses & Centres Sector and in good standing with their state or territory peak or representative body.

23.2 Nominations of candidates for election as members of the committee must be:-

23.2.1 made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

23.2.2 delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting.

23.3 If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the Annual General Meeting.

23.4 If the number of nominations received at the Annual General Meeting is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

23.5 If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

23.6 The ballot for the election of ordinary members of the committee must be conducted at the Annual General Meeting in such manner as the committee may direct.

**Never doubt that a small
group of thoughtful,
committed citizens can
change the world.
Indeed, it's the only thing
that ever has.**

- Margaret Mead

Member Representative & Committee Member Process

The Constitution of ANHCA provides the governing structure for the organisation. This means, the words in the constitution are the rules that the parties to the constitution, that is the Members, must abide by.

Step 1

Section 5.7

Section 5.7 sets out that all members of ANHCA, that is, the state peak bodies for NCHCs in each state, must nominate an individual to be the representative for that state peak.

The nominated person **does not** have to be either a board member or a staff member of the peak body, it can be whoever the peak wants. The person does have to be a recognised and active participant within the NCHC's sector.

Process -

To assist with this from a procedural perspective, there is a form for the nomination of the Member Representative. The form should be lodged whenever there is a change and reaffirmed at the AGM each year.

Important points

The Member can change the representative anytime it wants to.

If the existing representative is on the committee and the member changes the representative, the committee member continues on in the role on the board.

This does not impact voting, as the new representative would vote on member matters, constitution changes, AGM, SGM etc, while the board member would still vote on board meeting matters.

A member therefore could have both a board member and a representative and there is no reason that the board can not have both present, but they need to observe the voting rules and authorisations.

Step 2

Section 13

Aside from the usual annual processes required for an AGM, ANHCA requires 5 members present for quorum (**Section 16.2**). This means the 5 nominated representatives must be present.

As per Step 1 above, it is very easy for the member to appoint a different representative, who does not even need to be from the same state, to act on its behalf in the event the member wants the AGM to go ahead, but the existing Representative cannot attend.

In the event 5 Representatives for the Members are not present, the meeting is adjourned and the subsequent attempt, following the notice requirements, requires that only 3 members be present for quorum.

The process as explained in the constitution for the AGM is:

13.6.1 Confirm minutes of previous AGM

13.6.2 Consider Financial Report (Contained in the Annual Report and would include the Treasurers Report).

13.6.3 Consider Activities for the year (This is in the Annual Report and would include the Presidents Report).

13.6.4 Election of ordinary members to the Management Committee *see next step

13.6.5 Set the annual membership fees, if any as per Section 6.2.

13.6.6 Any other business, provided it has been raised and notice given.

Not noted in the constitution, but contained within the model rules, the board needs to confirm the auditor. (There are some strict rules on this including notifying the auditor a set time before the meeting if discontinuing or contacting the auditor and getting them to agree to leave).

Important points

Section 23 Outlines that in order to be eligible for election to the management committee an individual does not need to be:

A board member from the Member Peak, Staff of the Member Peak, the nominated representative of the Member Peak.

The nominated Committee Member can be anyone who:

- a) is recognised and active in the NCHC sector, and;
- b) is nominated by a Member and seconded by another member.

Step 3

Section 20 and 21

Section 21 sets out both the requirement for Office holders and the maximum and minimum of committee members.

Section 21.1 lists the 4 titled committee positions which include the President, Vice-President, Treasurer and Secretary.

Section 20.3.2 states that there is a maximum of 4 ordinary members.

If the nominations for the management committee exceed the maximum positions available **(8)** then there must be an election day and a ballot must be held.

A person may hold be on the management committee for a maximum of 6 years.

Important points

It is important to note the as per the **Section 20.2** the committee shall be representative of the entire membership of the Association so must act in the interest of the whole Australian sector.

Step 4

Section 20 and 21

Section 21 sets out the appointment of Office Holders. It is not done at the AGM it is conducted at the next Board Meeting. The election is from the committee members elected at the AGM and any vote for a position is held between the management committee members only.



Hollie

Community
Outreach
Centre
Local Area Network

ANHCA Member Representative Nomination Form

As per **Section 5.7** of the 2012 ANHCA Constitution each state or territory Member must appoint a person as a representative to act on its behalf and represent it at meetings. As per **Section 18.1** all members, as per rule 5, are eligible to vote – one vote per Member.

I hereby nominate the below as the Member state or territory representative for _____ (organisation) in the state or territory of _____ for the current period. This is renewable at each Annual General Meeting.

I confirm that the nominated representative is a recognised, active participant within the Neighbourhood and Community, Houses and Centres Sector, and in good standing with their State or Territory Peak or Representative body.

| | |
|--------------------------------------------------------|--|
| Signature of nominating State / Territory Board Member | |
| Name of nominating State / Territory Board Member | |
| Date | |

I hereby accept the nomination on behalf of the state or territory of _____ (State or Territory) for the current period, this is renewable at each Annual General Meeting.

| | |
|-------------------------------------------------------|--|
| Signature of nominated State / Territory Board Member | |
| Name of nominated State / Territory Board Member | |
| Date | |

Please return to the returning officer Emily Harnett, emily@anhca.org

ANHCA Committee Nomination Form

Nominations must be submitted in accordance with Rule 23 of the Constitution (as below):

23.1 Candidates for election as members of the committee must be recognised, active participants within the Neighbourhood Houses & Centres Sector and in good standing with their state or territory peak or representative body.

23.2 Nominations of candidates for election as members of the committee must be:-

23.2.1 made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and

23.2.2 delivered to the Secretary of the Association not less than 7 days before the date fixed for the holding of the Annual General Meeting.

Nominee

| | |
|-------------------|----------|
| Given Name: | Surname: |
| Address: | |
| Telephone: (Work) | (Mobile) |
| Email: | |

Nominee's statement: I am a recognised active participant within the Neighbourhood House and Centre Sector across Australia.

Nominee's signature: _____ Date: _____

Nominated by SELECTED Representative:

(Name)

State/Territory Peak or Representative Body:

Telephone:

Email:

Signature:

Date:

Seconded by SELECTED Representative:

(Name)

State/Territory Peak or Representative Body:

Telephone:

Email:

Signature:

Date:

Please note: Nominators & Seconders must all be current selected representatives of an ANHCA member peak or representative body for Neighbourhood Houses and Centres in each state or territory (as per Rule 5.7).

Once complete please return this form to:

Secretary of ANHCA

c/o emily@anhca.org