

28 March 2018

Dear Member

Please find following the papers calling for nominations for the Board of Management of ACETA for the 2018/19 period.

The ACETA constitutional requirements for calling the AGM and for Board nominations and then for voting are compliant with the law in the State of Victoria, so may be different to the processes you have been familiar with in the past, so here's a brief outline.

Following here is one document containing:

- The nomination form for election to the Board
- A position description for a Board member

If you wish to stand for election to the Board you must return your completed form by email to ACETA no later than **4pm on Friday 20 April 2018**. If there is an election it will take place at the AGM on 5 May 2018.

If you wish to check this against the Constitution, it is *D. Management and Structure* and clause *15 The Board of Management (BOM)*.

We trust you will participate in this voting process and please keep an eye on your email inbox for the voting form in due course, after the nominees have been received. We do encourage members to stand for the Board, in particular we would welcome nominees from the lighting sector which is currently under-represented.

AGM papers will be distributed and put on the website: AGM is 5 May in Wangaratta at the ACETA Convention.

Yours sincerely



Frank Hinton
President, ACETA

ACETA
ABN 55 997 240 779
3/6 Atherton Rd, Oakleigh, Vic 3166
03 9254 1033 or info@aceta.org.au

28 March 2018

Call for nominations for the 2018/19 Board of Management

If you would like to nominate for the first ACETA Board of Management, now is the time!

The Board consists of up to 12 members, all of whom step down at each AGM and who may or may not stand for re-election.

To nominate for the Board please complete the attached form and return it by mail or email no later than **4pm on Friday 20 April 2018**.

If there is an election it will be held at the AGM on Saturday 5 May 2018.

Please note a brief Board meeting will be held immediately after the AGM. This will last about half an hour and is to elect office bearers and set meeting dates.

I look forward to seeing you at the AGM but in the meantime if you have any questions regarding the nomination, proxy or election process please do not hesitate to contact me on 03 9254 1033, info@aceta.org.au

Yours faithfully,



Glenys Gijsbers
ACETA Administrator

28 March 2018

POSITION DESCRIPTION FOR A BOARD MEMBER

The role of the Board of Management and of the individuals that sit on it has evolved over the past few years since the association was established. The ACETA Board is active and all members participate.

This includes:

- *Attendance at meetings.* Board meetings will be face-to-face and there may be additional telecalls or Skype calls. The Constitution mandates four Board meetings per year with an expectation that each Board member would attend a minimum of 75% of them. If an individual fails to attend the required 75% they are ineligible to be re-elected in the subsequent term, unless approved by the president (subject to constitutional change at the AGM). In addition, there would be up to two virtual meetings using web technology.
- *Participation in discussions,* which may be in meetings or by email between meetings.
- *Participation in a sub committee:* Most, if not all, members of the Board would chair or participate in a sub committee.

The Secretariat and Executive Officer undertake the association's work at the direction of the Board, but there may be occasions where Board members will need to also attend meetings with third parties, assist in preparing submissions or briefing papers, and provide significant direction on strategy and content for such projects that occur which may include drafting industry guidelines, industry training, trade shows and export development.

Travel costs and other expenses

It is also anticipated that travel costs to attend meetings will be borne by each member of the Board of Management, but that every effort will be made to hold the meetings on rotation amongst the home cities of the Board members, so the burden is equally shared.

It is recommended that anyone nominating for the Board should carefully read the Constitution in regard to the roles and responsibilities of a Board member.



March 2018

NOMINATION FORM BOARD OF MANAGEMENT FOR 2018/19

I hereby nominate for election to the Board of Management of the Australian Commercial & Entertainment Technologies Association Incorporated for 2018/19.

I understand that in accordance with the Constitution voting will be undertaken before the meeting and that the results will be announced at the meeting.

Member Company _____

Your Member _____

Signature _____

Date _____

The nominee must be the Member's Representative and therefore is a shareholder or senior employee qualified to vote, or speak for and on behalf of the Member.

The first Board meeting will be held briefly following the AGM. This will be to elect office bearers and set meeting dates.

This form must be lodged with ACETA by 4pm on 20 April 2018, by email to info@aceta.org.au, fax to 03 8610 1936 or mail to 3/6 Atherton Rd. Oakleigh Vic. 3166