# ADDC Executive Committee Election 2019

## Election Process

The ADDC Executive Committee is elected every two years by the members of ADDC. The current Committee’s tenure concludes at the end of October. Elections will be held in the second half of this year.

* **Executive Committee members will be elected from and by Australian-based ADDC members.**
* An individual ballot will be conducted for each elected role with every registered ADDC Member who is Australia-based being issued a ballot for each position via an online voting system. The ballot will be emailed to Australia-based members when voting commences.
* Nominees under each category who receive the highest number of votes are elected.
* Once formed, the first task of the committee is to elect a Chair and Deputy Chair.

## Election Schedule 2019

* **26 August to 13 September – Nominations for Executive Committee open**
* **23 to 9am on 30 September – Voting and election of Executive Committee open**
* **30 September – Executive Committee announced**
* **October – Nominations and voting for Chair and Deputy Chair by the Executive Committee**

## Nomination Process

**To** nominate for a role on the Executive Committee complete the linked nomination form *(link to website to be added)* and email to Kerryn Clarke at [kclarke@addc.org.au](mailto:kclarke@addc.org.au). Nominations are open **to Friday 13 September.**

## Composition of the Executive Committee

The Executive Committee comprises of 14 ADDC organisational and individual members made up of:

|  |  |
| --- | --- |
| **Five Fixed Positions (one representative per organisation)** | **Term** |
| **1 x Host Agency:** [CBM Australia](https://www.cbm.org.au/) | **Ongoing** |
| **1 x Australian aid and development peak body:** [ACFID](https://acfid.asn.au/) | **Ongoing** |
| **1 x Australian disability services peak body:** [NDS](https://www.nds.org.au/) | **Ongoing** |
| **2 x Australian Disabled People’s Organisations:** [PWDA](http://www.pwd.org.au/) **and** [AFDO](http://www.afdo.org.au/) | **Ongoing** |
| **Nine Elected Positions (one representative per organisation)** | **Term** |
| **4 x Australian aid and development organisations** | **2 year** |
| **3 x General positions for other organisations** | **2 year** |
| **2 x General positions for individual members with specific skills or experience to add to the expertise of the Executive Committee** | **2 year** |

## ADDC Executive Committee meetings

**Meetings are held monthly via online conferencing with one face-to-face meeting annually.**

* **First committee meeting will be held in October via teleconference.**
* **Annual face-to-face meeting will be on [to be confirmed] in [Melbourne – to be confirmed].**
* **The Executive Committee meeting schedule for 2019 will be determined at the face-to-face meeting.**

## Roles and responsibility of the Executive Committee members

**The ADDC Executive Committee roles and responsibilities are outlined in the** [Governance Framework](http://www.addc.org.au/documents/ADDC%20Governance%20Framework%20-%20approved%208%20August%202017.docx)**. They include;**

* To maintain the viability of ADDC and the effectiveness of its governance.
* To set and amend the strategic policies and strategic directions of ADDC in consultation with the broader membership.
* To approve the annual operating budget of ADDC.
* To establish working groups on specific issues as required and participate in and support working groups, practitioner interest forums and webinars as required.
* To appoint representatives and delegations to government, intergovernmental and other organisations to represent ADDC.
* Effective monitoring of Executive Officer; this is to be an allocated responsibility of either the Chair or Deputy Chair.

## For more information

Kerryn Clarke

ADDC Executive Officer

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