



# ABRI EXECUTIVE COMMITTEE NOMINATION FORM

If you are interested in joining the ABRI Executive Committee as President, Vice President, Treasurer or an ordinary member, please complete this page and return it to Libby Chaplin at [secretariat@batteryrecycling.org.au](mailto:secretariat@batteryrecycling.org.au) by 3<sup>rd</sup> of March 2020. Please reach out and call Libby, Ben or Daryl if you would like to find out more about committee activities.

Attachment 1 describes the expectations for Committee members & the Rules which outline ABRI's role & operational guidelines.

**Only corporate members are eligible to nominate for President, Vice-President or Treasurer roles. Affiliate members are welcome to join the committee as ordinary members or observers.**

## Please confirm your membership category

<input type="checkbox"/> Corporate member 1 - Turnover > \$20 million	<input type="checkbox"/> Corporate member 3 - Turnover \$1 - 5 million
<input type="checkbox"/> Corporate member 2 - Turnover \$5 - 20 million	<input type="checkbox"/> Corporate member 4 - Turnover < \$1 million
<input type="checkbox"/> Affiliate member: Not involved in business activities relating to the manufacture distribution Sale collection sorting or recycling of batteries or battery-containing products.	

### Nominee Name

I hereby nominate the above nominee for the following position:

- |   |   |
|---|---|
| <input type="checkbox"/> President      | <input type="checkbox"/> Treasurer                  |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Executive Committee member |

**Name** \_\_\_\_\_

**Organisation** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## Reason for nomination

Please include a short statement explaining:

1. Your reasons for seeking to participate in the Executive Committee,
2. What you would like to achieve in your desired role, and
3. The skills and capabilities you will bring to the Executive.






# ATTACHMENT 1

# ABRI EXECUTIVE COMMITTEE

# ROLES & RESPONSIBILITIES

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## 1. The role of the Executive Committee

- (a) To govern, direct and monitor ABRI's operations,
- (b) Act in the interests of ABRI.
- (c) Provide strategic direction necessary to fulfil the purpose stated above.
- (d) Delegates the day-to-day operations of ABRI to the CEO but remains accountable to the members and shareholders for ABRI's performance.
- (e) Monitors and supports management in an on-going way.
- (f) Ensure systems, processes and procedures are established to enable ABRI to comply with its legal, regulatory and industry obligations and ensure the organisation's assets and operations are not exposed to undue risks through appropriate risk management.
- (g) Show leadership in the implementation of the ABRI Rules and Code of Conduct

**This year there will be a new expectation that ExCo Members will secure at least one new member equivalent to a corporate member Level 1 annually.**

## 2. Duties of President

- (a) To chair all Annual and Special General Meetings.
- (b) To provide an account of ABRI's activities to the Meeting.
- (c) In conjunction with the other office bearers, appoint a Chief Executive Officer.
- (d) To speak and act on behalf of ABRI, its Members and the Executive Committee and to liaise with other relevant bodies on behalf of ABRI.
- (e) To act as directed by General Meetings.
- (f) To perform such functions as are vested in the President in these Rules.
- (g) To do all such things as are conducive or incidental to the above.



### 3. Duties of Vice President

- (a) To perform such duties as may be assigned to him or her by the President.
- (b) To perform the duties of the President when the President is unable or unwilling to act.
- (c) To perform such functions as are vested in the Vice President in these Rules.
- (d) To do all such things as are conducive or incidental to the above.

### 4. Duties of Treasurer

- (a) To provide a financial statement at each ABRI meeting and prepare accounts for submission to the Registrar of Associated Incorporations.
- (b) Make financial documents available for inspection by members.
- (c) To perform such duties as may be assigned to them by the President.

# ABRI RULES OF ASSOCIATION

## Extract

### 7.1 Executive Committee

### 7.2 Role of the Executive Committee

7.2.1 The role of the Executive Committee is to govern, direct and monitor ABRI's operations, in particular to—

- (d) Act in the interests of ABRI.
- (e) Provide strategic direction necessary to fulfil the purpose stated above.
- (f) Delegate the day-to-day operations of the organisation to the CEO but remains accountable to the members and shareholders for the organisation's performance.
- (g) Monitors and supports management in an on-going way.
- (h) Ensure systems, processes and procedures are established to enable ABRI to comply with its legal, regulatory and industry obligations and ensure the organisation's assets and operations are not exposed to undue risks through appropriate risk management.

7.2.2 Executive Committee which shall consist of the office bearers, and ordinary members.



## 7.3 Powers of the Executive Committee

- 7.3.1 The Executive Committee, subject to these Rules, the Regulations and the Act, has power to perform all such acts and things as appear to the Executive Committee to be reasonable and desirable for the proper management of the business and affairs of ABRI.
- 7.3.2 The Executive Committee shall meet at least quarterly at such times and places as the Executive Committee determines.
- 7.3.3 An Executive Committee meeting may be convened by the President or by the Chief Executive Officer.
- 7.3.4 At least 48 hours written notice of each Executive Committee meeting must be given to each Executive Committee member and must specify the general nature of the business to be conducted. No other business may be conducted at such meeting.
- 7.3.5 Any three members of the Executive Committee constitute a quorum for the conduct of the business of a meeting of the Executive Committee. No business shall be conducted unless a quorum is present. If a quorum is not present within half an hour of the time appointed for the meeting the meeting lapses.
- 7.3.6 The President or, in his or her absence, the Vice President shall chair all Executive Committee meetings. Each Executive Committee member is entitled to one vote. Unless these Rules or the Act provide otherwise all questions arising at a meeting shall be decided by a majority vote. In the event of an equality of votes on any question the Chair may exercise a second or casting vote.

## 7.4 Conflict of interest

- 7.4.1 An Executive Committee member who has a material personal interest in a matter being considered at an Executive Committee meeting must disclose the nature and extent of that interest to the Executive Committee. The member—
  - (a) must not be present while the matter is being considered at the meeting.
  - (b) must not vote on the matter.

NOTE: Under section 81(3) of the Act, if there are insufficient Executive Committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a General Meeting may be called to deal with the matter.



- 7.4.2 This rule does not apply to a material personal interest—
- (a) That exists only because the member belongs to a class of persons for whose benefit the Association is established, or
  - (b) That the member has in common with all, or a substantial proportion of, the members of the Association.

## 7.5 Minutes of meeting

The Executive Committee must ensure that minutes are taken and kept of each Executive Committee meeting.

- 7.5.1 The minutes must record the following—
- (a) The names of the members in attendance at the meeting.
  - (b) The business considered at the meeting.
  - (c) Any resolution on which a vote is taken and the result of the vote.
  - (d) Any material personal interest disclosed under rule 6.2.

## 7.6 Leave of absence

- 7.6.1 The Executive Committee may grant an Executive Committee member leave of absence from Executive Committee meetings for a period not exceeding 3 months.
- 7.6.2 The Executive Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Executive Committee member to seek the leave in advance.

## 7.7 Office Bearers

- 7.7.1 The following office bearers shall be elected by Executive Committee members from amongst their number—
- (a) President.
  - (b) Vice President.
  - (c) Treasurer.
- 7.7.2 Except as provided below, all office bearers shall be employees or directors of a Corporate Member. Each office bearer shall, subject to these Rules, hold office for term of 2 years from their appointment and with a limit on the number of consecutive years that an office bearer may serve of as 6 years.
- 7.7.3 A General Meeting may, by special resolution, allow a suitably qualified person who is not an employee or director of a Corporate Member to serve as President.



## 7.8 Executive Committee members

- 7.8.1 The number of Executive Committee members to be elected shall be agreed by special resolution at a General Meeting.
- 7.8.2 Nominations of candidates for election as Executive Committee members—
- (a) Shall be called for not less than 4 weeks prior to the date set by the Executive Committee for the Annual General Meeting and must be received by the chief executive officer not less than 3 weeks prior to that date. If no nominations for a position are received by that date, nominations for that position may be called for at the meeting.
  - (b) If the number of nominations is greater than the number agreed by special resolution in Rule 7.8.1, a ballot shall be held.
  - (c) The ballot for the election of an Executive Committee shall be conducted in such manner as the Chair of the meeting may direct.