



## IQA Procedure P10.11

**National Office – Company Secretariat**

### **Branch/Sub-Branch Committee Nomination Procedure**

**Procedure Number:**

10.11

**Version:**

01

**Date Adopted:**

26 April 2017

**Contact:**

Company Secretary

#### **1. PURPOSE**

The purpose of this procedure is to outline the processes involved to ensure that Branch / Sub-Branch committee nominations are called for and received in the correct manner.

#### **2. SCOPE**

The document describes a set of key steps required to be undertaken to ensure that Branch / Sub-Branch committee nominations are administered correctly and that the pre-conditions are satisfied to allow the nomination to be eligible.

#### **3. Procedure**

3.1 The following templates have been developed to assist the Branches / Sub-Branchees to conduct their AGM's

- a. AGM notice of meeting;
- b. Branch AGM timetable;
- c. Call for nomination form;
- d. AGM branch nomination form; and
- e. AGM agenda template.

3.2 The Branch / Sub-Branch Secretary is to send out the following to members 14 days prior to the AGM.

- 3.2.1 Notice of AGM.
- 3.2.2 Call for nominations form.
- 3.2.3 AGM branch nomination form.

3.3 Prior to Branch / Sub-Branch members nominating for a Branch / Sub-Branch committee position, it's important that they are aware of the Section 9 and 10 procedures and policies that outline the manner in which the Branch / Sub-Branch are to operate within. The Section 9 and 10 procedures and policies also provide guidance to committee members and officers on how to fulfill their roles.

The Branch Chairperson or a delegated representative from the Branch / Sub-Branch committee are to discuss the contents of the following Section 9 and 10 procedures and policies with interested Branch / Sub-Branch committee nominees prior to their nomination being received if possible.

3.4 The Branch / Sub-Branch Chairperson is able to receive committee nominations from attendees at the Branch / Sub-Branch AGM. The Chairperson has to make the nominees aware of the requirements for the nominees to become familiar with the Section 9 and 10 procedures and policies and the need to complete the Branch / Sub-Branch Committee Nominee acknowledgement form P10.13.

### **Section 9 IQA Operational Branch Financial Management:**

- 9.1 Financial Management
- 9.2 Financial Reporting
- 9.3 Schedule of Delegation
- 9.4 General Branch Procedures
- 9.5 Purchasing, Suppliers & Contractors
- 9.6 Payments, Authorisations & Requisitions
- 9.7 Receipting & Banking
- 9.8 Sales, Customers & Debtors
- 9.9 Electronic Media Use
- 9.10 Branch Budgetary & Planning Process
- 9.11 Branch Function Registration Process
- 9.12 Incident Reporting Procedure

### **Section 10 Branch Operations procedures:**

- 10.1 Branches – Sub-Branches Charter
- 10.2 AIQEF Submissions
- 10.3 Branch Administrator Scope Statement
- 10.4 Role of Chairman
- 10.5 Role of Secretary
- 10.6 Role of Treasurer
- 10.7 Code of Conduct & Ethics
- 10.8 Membership and Establishment of Branches
- 10.9 Risk Minimisation Procedures
- 10.10 Induction of New Branch / Sub-Branch Chairperson

3.5 The call for nominations form outlines the current committee positions that will be available for nominations at the forthcoming AGM.

3.6 If more than one nomination for each Branch / Sub-Branch Officer position is received, then a vote by ballot is required as per 10.12 Branch Election Procedure.