



## AuSPEN COUNCIL RESPONSIBILITIES SUMMARY

December 2004

### Composition

According to the Constitution -

- Active or Life members
- Consists of 6 or more members including office bearers
- No more than 3 members shall come from any one State
- Office bearers are
  - a) a President
  - b) a President-elect
  - c) a Secretary
  - d) a Treasurer
- One member may hold the office of Secretary and Treasurer concurrently.
- A quorum at the meeting of Council shall be three Council members

Aim to encourage New Zealand representation on Council and differing professional representation.

(see Executive position descriptions attached)

### Responsibility of Council Members

Council members must -

- Attend at least one face to face meeting a year
- Attend all meetings and a minimum of half the scheduled teleconferences per annum.
- Attend at least 2 ASM during their time on Council
- Be prepared to take a designated 'portfolio; and assist in other activities as required.
- Communicate the progress of their portfolio at each Council meeting or arrange for another Council member to do so.
- Complete allocated tasks in a timely manner.

- Comply with the Constitution, rules and regulations of the Society.

### Purpose of Council

The Constitution states -

'The Council shall be responsible for the arranging the programs for meetings of the Society. The Council may delegate such duties as it may determine to Sub-Committees of members of the Council or other members of the Society'.

"The Council may from time to time make such by-laws as the Council considers conducive to the attainment by the Society of any one or more of the Society's objectives. In the event of an inconsistency between any by-laws and these rules, the provisions of these rules prevail'.

Additionally-

- Keep the Society functional and viable
- To meet the mission and objectives of the Society
- To uphold the Constitution of the Society
- To maximise membership and provide services and benefits to members
- To improve the profile of clinical nutrition and nutrition science
- To promote good science and nutrition
- To encourage knowledge enhancement and professional competence in the field of nutritional support
- Promote an evidence based approach to nutrition in clinical practice
- Encourage membership involvement in research and its dissemination
- Provide clinical nutrition expertise in an advisory capacity to government bodies, other nutrition organisations and health professionals
- Act as an advocate for patients requiring nutritional support
- Liaison and/or involvement with strategic planning of the Society to ensure continuity and to continue momentum of current and new plans
- Form strategic alliances to foster and facilitate the above

## Election and term of Council and office bearers

The Constitution states (taken directly from Constitution) -

- Election of Members of Council shall be made every three years
- No member shall serve more than three consecutive terms, but he/she may be eligible for re-election after a further period of three years.
- Nomination for Election to Council shall be made in writing
- The nominations shall be duly proposed and seconded by two active and/or life members of the Society.
- The nominee shall signify his/her consent to such nomination in writing.
- Such nominations shall be in the hands of the Secretary 45 days before the Annual Meeting of the Society and the election will be made by the active and life members of the Society at the Annual General Meeting.
- A casual vacancy occurring in the Council may be filled at the discretion of the Council but not for a period extending that of the unexpired portion of the term in which the vacancy occurred.
- The members of the Council must elect from among their number the office bearers of the Society on each date on which an annual general meeting of the Society is held, and before the time at which that meeting is held, provided that no member of the Council may be elected as an office bearer unless he has given his prior consent in writing to be nominated for election to the relevant position.
- The Council must announce the names of the office bearers at each annual general meeting of the Society.
- Subject to these rules, each office bearer holds office until the date of the annual general meeting next following the date of his election, but is eligible for re-election.
- In the event of a casual vacancy in any office of office bearer the Council may appoint one of its members to the vacant office and the member so

appointed may continue in office until the date of the annual general meeting next following the date of the appointment.

- For the purposes of these rules, the office of the office-bearer of the Society becomes vacant if the office-bearer:
  1. Ceases to be a member of the Society or of the Council; becomes an insolvent under administration within the meaning of the Associations Incorporation Act 1985 (South Australia); or
  2. resigns from office by notice in writing given to the Secretary.

### **Council Meetings**

There are two 'face to face' meetings each year and four teleconferences a year.

#### **Face to face meetings**

Occur at the ASM and approximately six months later. The Society will fund Council members to attend these meetings that are not attached to the ASM.

#### **Teleconferences**

A teleconference is held as soon as possible after the ASM.

Notice is given of dates for teleconferences at least twelve months in advance.

#### **New Council Members meeting**

Directly after the ASM, a meeting will be held with new Council members and at least two current Council members to discuss their roles and responsibilities and which areas/portfolios they wish to contribute to.

### **Council Portfolios**

These stem from the Society's Mission and strategic plan.

The person with the portfolio does not need to do all the work but is the co-ordinator and reporter at Council meetings. Members may want to be involved in some of these.

Membership - recruitment and benefits including journal, newsletter, journal watch

Website

Publications, clinical statements and practice guidelines

Sub-branches/Education

Research

Conference planning

Sponsorship/Trade liaison -

Promotion and advertising

## ROLE OF AuSPEN PRESIDENT

- To lead the Society and Council in determining the day-to-day running of the society and the way in which it relates to other organizations.
- To preside as chairman of the AuSPEN Council at all official meetings of the council be they face to face or by teleconference.
- To determine in conjunction with the AuSPEN Council the development and future direction of the society.
- To hold the casting vote at meetings where the council opinion is equally divided.
- To represent the society in meetings and negotiations with other societies and organizations both within Australasia and internationally.
- To be aware and sensitive to the needs of the ordinary members of the society.
- To attend the annual scientific meeting of the society.
- To provide reports as required from time to time for the society newsletter.
- To be available to any member of the society who may wish to have contact with the council or input to the society.
- To deal with and resolve any problems with the membership or day-to-day running of the society.
- To promote the aims and ideals of the society including clinical nutrition, nutrition research.
- To work towards future development and security of the society.
- To actively support the society and its members in contributing to the education and advancement of nutrition support for the benefit of patients.

- To be prepared to liaise and negotiate with relevant trade organizations and government bodies to advance the ideals of the society or to provide advice when required.

## ROLE OF AuSPEN SECRETARY

- Organise teleconferences as per yearly plan.
- Take minutes of Council Meetings, AGMs and Planning meetings and distribute. Them amongst Council Members.
- Mail out invoice letters to applicants (via the website or other ways).
- Liaise with treasurer re: applications for memberships and payments.
- Annual subscription notices.
- Maintain database (with Treasurer)
- Mail out notice of AGM not less than 30 days of the date of the meeting.
- At AGM, organise hardcopies of minutes, agendas, etc.
- At AGM, compile a list of membership applicants for that year (in consultation with the treasurer).
- Compile agendas of meetings with the President of the society.

## ROLE OF AUSPEN TREASURER

Tasks of the Treasurer include the following:

- Maintain member database, including all person details, mailing details, fee payments
- Subscription renewal management with Secretary
- Maintain a financial database
- Analyse and report on the financial position of the society and make recommendations to optimise the financial position of the society
- Report of the ATO on GST quarterly
- Maintain records of all GST related activity
- Maintain financial records for conference convenor
- Reports on financial position of conferences
- Prepare and ensure the financial audit process is undertaken in accordance with the society's constitution
- Negotiate with the President of the society for the cost of the Journal for members
- Maintain relationship with Elsevier which allows regular updating of members details
- Ensure timely communication of all new members details to Elsevier
- Troubleshoot members queries/concerns re journal delivery
- Reconciliation of all bank accounts on a monthly basis
- Preparation of financial reports to council
- Preparation of yearly financial report to be presented to members