



# NSWERA Governance Manual

## SMC Structure - Document No. 7.1.1

### SMC Structure

#### Elected Members

There are ten positions on the SMC for committee members elected by the membership for periods of two years. Continuity is maintained by electing groups of five on alternate years. Casual vacancies are filled by invitation from the SMC. Any casual appointment will be for the period to the next AGM. Having been elected to the position in a general election these SMC members shall serve the best interests of the association as a whole.

#### Zone Representative

An incorporated zone association may appoint a zone representative to promote its interests and to serve as an SMC member with full voting rights. The term of any such appointment is indefinite. Should the zone interests ever conflict with the zone representative's broader SMC membership role the matter shall be dealt with as a conflicting interest under the SMC's code of conduct.

#### Election of Office Bearers

As soon as practicable after the election of the five SMC positions each year the four executive positions are declared vacant and refilled for the following year by ballot within the SMC, taking nominations from among the elected members.

#### Election of AERA Delegates

As soon as practicable after the office bearers have been elected the maturing AERA delegate position/s shall be declared vacant and refilled for the following two year term by ballot within the SMC. There are three positions, each normally elected for two year terms that are staggered ensuring at least one term matures each year.

Any position vacated or held by a person who ceases to be an SMC member shall be declared vacant and refilled for the remainder of the term by ballot within the SMC.

#### Roles and Portfolios

As soon as practicable after the office bearers have been elected the management portfolios are assigned giving due consideration to the interests, skills, aptitude, and experience of each SMC member while achieving an equitable distribution of the workload. Each SMC member shall be responsible for managing his or her portfolio outcomes to the defined KPI's and participating in the ongoing development of the portfolio and its processes. It will be the responsibility of the Vice President to ensure coaching and support is provided for committee members in the management of their portfolios.