



**COUNTRY MUSIC ASSOCIATION OF AUSTRALIA
2017/2018 OFFICIAL BOARD OF MANAGEMENT NOMINATION INFORMATION PACK
NOMINATION OF BOARD MEMBERS**

1 INTRODUCTION TO THE CMAA

The Country Music Association of Australia will foster the growth of the Country Music in Australia to ensure a long term, popular and viable industry through the delivery of professionally planned and designed initiatives.

The Country Music Association of Australia is the peak national body growing the demand for and popularity of Australian Country Music both domestically and internationally.

The objectives of the Country Music Association of Australia are:

- i. To encourage, develop and promote the interests of all professionals in the Australian country music industry
- ii. To encourage, develop and promote Australian Country Music to the world
- iii. Promote knowledge of, interest in and respect for the heritage of Australian Country Music and the people who create it and perform it
- iv. To organise and stage activities that will contribute to the maintenance and growth of the Australian Country Music industry in Australia and internationally

2 ORGANISATIONAL GOVERNANCE

The Country Music Association of Australia Inc is an Incorporated Association, governed by the rules of the NSW Incorporations Act of 1984. The Country Music Association of Australia operates under an Articles of Association ratified by the Directors General, Department of Fair Trading (NSW).

3 BOARD STRUCTURE/BOARD POSITIONS

The Board of Management consists as follows:

- a) 9 elected positions from the Professional Membership of the Association
- b) 4 Board appointed positions for one year terms
- c) Board appointed position of President and Vice President for a one year term

The Board internally elects the positions of the Executive (Chairman, Vice Chairman, Treasurer and Secretary) on an annual basis.

4 ROLE OF THE BOARD OF MANAGEMENT

The Board of Management of the Association has the following responsibilities to ensure effective corporate governance.

- a) Control and manage the affairs of the Association
- b) Exercise all such functions as may be exercised by the Association under the Incorporations Act of 1984.
- c) Has power to perform all such acts and do all such things as appear to the Board to be necessary or desirable for the proper management of the affairs of the Association.

5 RESPONSIBILITY OF THE BOARD

It is recommended to any member interested in nominating for the Board that they make themselves familiar with the roles and responsibilities of serving on an Incorporated Association Board of Management. This can be accessed at

http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/Running_an_association/Management_committee.page?

6 BOARD MEETINGS

As per the Organisation's Articles of Association, it is a requirement that a minimum of three meetings per year are held. The Board of Management meets on average every month (Skype or Board room). Board meetings are predominantly held via Skype but locations may vary throughout Australia.

7 CMAA OFFICE

The CMAA currently maintains a virtual office. Board members are called upon from time to time to assist and advise our staff with tasks and administrative duties as and when required.

8 NOTICE OF ANNUAL GENERAL MEETING

Financial members of the Country Music Association of Australia are encouraged to attend the 2017 Annual General Meeting of the Association being held in late January 2018 in Tamworth, on a date and venue to be advised.

NOMINATION PROCESS

Professional members of the Country Music Association of Australia are invited to nominate for the Board of Management. There are **three (3)** positions vacant on the Board for the 2017-2018 election.

A. NOMINATION TIMING

Nominations are invited and will be received by the Returning Officer, Country Music Association of Australia, no later than close of business **Wednesday 13th December, 2017**.

Nominations will be accepted via the following:

ONLINE: www.country.com.au

EMAIL: returningofficer@country.com.au

B. BOARD ELIGIBILITY

To be eligible to nominate for the Board of Management, a nominee must be a current financial Professional Member of the CMAA.

C. BOARD TENURE

Three-Year Tenure Process

Each Board member shall hold a Board term of three (3) years, concluding at the Annual General Meeting in 2020. On expiry of each Board term, Board members may re-elect for the Board.

D. HONORARY POSITION and ATTENDANCE

Board members are elected with the understanding that they will cover their own travel arrangements and any other expenses. Board members should ensure that they be available for at least 80% of the monthly Board Meetings which are held predominantly via Skype.

E. DOCUMENTATION REQUIRED

Nominees are required to complete official Board Nomination Form, completing the details on name, company, signature and membership number. This form must be supported by two other current financial Professional Member's details including name, signature and membership number.

Nominees are requested to provide a 250 word (maximum) bio on themselves and what expertise, ideas and talents they would bring to the Board. The bio is to accompany the completed Board Nomination Form and be forwarded to the Returning Officer Dianne Bean via email to: returningofficer@country.com.au and marked as CMAA Board Nomination in the subject line.

F. VOTING PROCESS

Nominations will be received by the Returning Officer for the Country Music Association of Australia until 5pm (EST) Wednesday 13th December 2017. Voting will commence on Monday 18th December 2017 and close Monday 8th January 2018.

G. IMPORTANT DATES

*Nominations will be received until close of business – **Wednesday 13th December, 2017***

*Professional Membership invited to vote online after – **Monday 18th December 2017***

*Professional Membership Voting closes – **Monday 8^h January 2018***

H. ANNOUNCEMENT

The announcement of the Board of Management of the Country Music Association of Australia will be announced at the Annual General Meeting of the Association to be held in Tamworth on a date and time to be advised.

Board Nomination Form is on the next page ...



BOARD NOMINATION FORM

Please make sure you read the Nomination Package Information and complete all detail required on this form below.

I, _____ representing _____
your name *company or organisation if applicable*

being a current financial Professional Individual Member # _____ of the Country Music Association of Australia Inc., do hereby nominate for election as a Board Member, and I acknowledge that I have read and understood the information provided to me in the 2017/2018 Official Board Nomination Information Package.

Signed:		Dated:	
Note: The nominee's signature is required and demonstrates acknowledgement that he/she provides written consent for this nomination			

Supported by:

Name:		Signature:		M/ship #	
Name:		Signature:		M/ship #	
Two current financial Professional Members to sign					

(MAXIMUM 250 WORD BIOGRAPHY)

Note: this Board Nomination Form must be received by **no later than 5pm Wednesday 13th December 2017**
 RETURNING OFFICER EMAIL: returningofficer@country.com.au