

## Nomination to Committees – Representative Responsibilities

### Nomination Rights

One of National Precast's functions is to nominate individuals to represent National Precast Concrete Association (National Precast) on Standards Australia and other committees. National Precast invites members to nominate suitably experienced staff to be considered for these positions. The initial nomination to and the continuing support for any nominee to continue to represent National Precast, is at the discretion of National Precast.

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### Recommendations for Nominations to Committees

Recommendations for nominations to represent National Precast on committees will be made to National Precast's Board of Directors by the CEO. Consideration will be given to the recommended nominees':

- professional standing,
- qualifications, and
- demonstrated support National Precast's mission statement, strategic focus and policies.

The Board of Directors will then decide on the successful nominee and nominees will be advised accordingly.

### Nominations to Existing and New Committees

Nominations may be made either to a committee to which National Precast enjoys existing nomination rights or when a nomination right arises for the first time. First time nominations may arise because National Precast has sought nomination to an existing committee to which it has not previously nominated a member, or because a new committee is being formed.

### Costs

With the exception of the Chief Executive Officer, TSM and consultants where a consulting agreement is in place, the costs of travel, accommodation and time expended in attending committee meetings are met by committee members. National Precast does not meet or reimburse these costs.

### Responsibilities of Nominees/Representatives

#### Meeting Attendance

- Attend meetings of the committee whenever possible. The frequency of meetings varies, so nominees should check with the organising body (eg Standards Australia) to establish potential commitments.
- Advise both National Precast and the committee's project manager if unable to attend meetings of the committee. Sufficient notice should be given to allow for a deputy for the meeting to be found. National Precast will arrange for a deputy to ensure continuity of representation of the National Precast's interests.

#### Committee Conduct

- Participate fully in all committee work and, based on the member's knowledge and experience in the subject, provide input to the committee's activities (including the preparation of codes and standards).
- Pursue the objectives of the National Precast (**not** self or company interest) and to clearly and effectively present the views of National Precast and its members.
- Ensure that relevant interests in the subject matter, not readily apparent, be made known to the committee.
- Fully and impartially consider public comment on drafts.
- Act impartially and transparently whilst representing national interests and to actively contribute to committees reaching consensus. If applicable, submit a vote at the ballot stage and, if negative, clearly present the technical reasons.

#### Liaison with Association

- Attendance at a minimum of two National Precast Members' Meetings per year is required.
- Provide **written reports** to National Precast within two weeks of each committee meeting, on the committee's activities.
- Consult with and seek feedback from relevant National Precast members (at National Precast Members' Meetings and via the TSM if necessary) to ensure that members' views are effectively represented. Nominees will be expected to provide input to and assistance with this process.
- Advise National Precast of any major stages in reviews, for example, draft documents being released for public comment.
- Assist with the organisation of seminars and other activities which focus on the committee's activities and outputs so that National Precast's members may be made aware of the impact that changes to standards and codes may have on members.

### Nomination term

Once appointed to a committee, representatives shall remain as National Precast's nominee until the forthcoming Annual General Meeting (AGM), held in November of each year. At this time all committee representatives will be reviewed and reappointed as appropriate. Unless advised otherwise, representatives shall continue to represent National Precast on the relevant committee. National Precast's Board reserves its right to withdraw its support for a nominee to a committee at any time at its discretion.

☐ As a representative of National Precast, I agree to fulfil the above responsibilities.

Name of Nominee: \_\_\_\_\_ Committee Name: \_\_\_\_\_

Nominee Acceptance (Signature): \_\_\_\_\_ (Date) \_\_\_\_\_

