

Phnom Penh, 06 August 2018

Call for Candidates for the AAA-C Board Election of 2018-2020 Mandate

The Australian Alumni Association of Cambodia (AAA-C) is pleased to cordially call for candidates for the upcoming Board Election (2018-2020 Mandate).

Based on the current AAA-C's Charter, the 5 Board members are elected for a two-year mandate and can stand for re-election for another consecutive mandate, after the completion of their first mandate.

1. The Board of AAA-C

1.1 AAA-C Board consists of 5 members:

- A Chair
- A Vice-Chair
- An Admin/Finance
- Two Board Members

1.2 Board Members' Roles and Responsibilities:

The AAA-C Board meets at least once every two months to:

- receive an update on progress in implementing the strategic plans and other works of the AAA-C
- exchange information with the Board
- plan and make decisions on upcoming activities and events specified in this Charter or the strategic plans
- provide strategic guidance to the Secretariat

Chair:

- chairs Board's meetings
- calls for meetings when necessary other than those mentioned in Article 23
- oversees the governance of the AAA-C
- presides over events of the AAA-C
- signs contracts on behalf of the AAA-C
- guides the strategic plans and its implementation
- promotes the AAA-C and raises funds for the AAA-C

Vice-Chair:

- takes charge of Chair's role in his or her absence
- supports the Chair in fulfilling his or her responsibilities
- promotes the AAA-C and contributes to fund raising

Admin/Finance

- manages an admin task, AAA-C property and fiscal year
- prepares instruments and retains any documents
- manages staff
- takes minute of meeting and other assembly
- consolidates report
- manages and oversees all income & expense of AAA-C
- develops annual budget and financial report and then submits to Board members to review and finalize.

Board member:

- supports the Chair and the Vice-Chair as appropriate
- represents the alumni in relations to external networks
- promotes the AAA-C and contributes to fund raising

- contributes to various professional and social projects

1.3 Board Member Termination Policy:

Membership of the Board will cease when the individual Board member:

- becomes incapable by reason of mental disorder, illness or injury from discharging his or her duties;
- has been convicted of a criminal offence, implying a defect of character which makes him or her unfit to hold the position;
- moves permanently or is absent from the Kingdom of Cambodia for a continuous period of one year or longer;
- resigns from his or her office via a written notice to the Board;
- has been absent from 3 consecutive meetings of the Board without satisfactory reasons as conveyed to and approved by the Chair before the meeting; or
- non-payment of annual due/fee

2. Election

2.1 **Eligible Candidates:** All General members who have a valid membership of the year 2017.

2.2 **Eligible Voters:** All General members who have a valid membership of the year 2017.

2.3 Election timeline

Date	Activity
06 August 2018	Start Application period
06 September 2018	Close Application period
07 September 2018	Start of review period for received applications
10 September 2018	End of review period for received applications
13 September 2018	Announce candidate profiles
13 September 2018	Open appointment of proxies (If you cannot attend to vote in person you can appoint someone, refer to charter)
20 September 2018	Last day for appointment of of proxies
21 September 2018	AGM and Election day