



Branch Executive Recruitment

Australian Education Union ACT Branch Policy

Policy Number	POL013	Version	2.0
Last Reviewed	21/02/2018	Next Review	21/02/2020

INTRODUCTION

The selection of Branch Executive members is primarily conducted via the election process, however when vacancies of less than 18 months arise positions shall be filled by Branch Executive appointment in accordance with AEU ACT Federal Rule *Rule 27 - Vacancies on Branch Executive*.

PURPOSE

Appointments by Branch Executive shall be through the expressions of interest process and consideration given to the skill mix and composition of the elected members so to maximise the effectiveness of the Branch Executive.

POLICY

Branch Executive members will review expressions of interest from members submitted during a defined application period, and appoint candidates to the vacant positions.

RESPONSIBILITIES

It is the responsibility of the Business Manager to conduct the expression of interest process and provide the Branch Executive with the applicants to consider.

PROCEDURES

In the event of a vacancy on Branch Executive with a remaining term of less than 18 months the Business Manager will advertise an expression of interest process to all members. The submission period for the expression of interest will run for a minimum of two weeks. Applications will be presented at the next meeting of the Branch Executive for a decision.

The Branch Executive shall assess the applicants and make an appointment.

In assessing the applicants the Branch Executive should consider the composition of the standing members and consider items including but not limited to:

- Current skills gaps.
- Desired skills and experience.
- Balance between experience and renewal.
- Diversity in all forms.
- Representation across membership sectors and work sites.

If the remaining term of the vacancy is less than three months no expression of interest process will be conducted.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.