



## **POSITION DESCRIPTION – ACLCA NATIONAL CHAIR**

### **Background:**

- Note ACLCA National is not a legal entity.
- The ACLCA National committee comprises two representatives from each ACLCA state chapter.
- Each State Chapter (WA, SA, Qld, NSW and VIC) is supported by an Executive Officer and the National committee has a Secretariat.
- Committee meets online bi-monthly commencing in February usually on the third Wednesday of the month around noon for approximately one hour.
- All ACLCA state chapters have agreed to this Position Description and that it may be varied upon mutual agreement from time to time.
- The objective of ACLCA National is to promote national alignment of State Chapters, knowledge sharing and collaboration, and through this to promote best practice and ongoing professional development across the contaminated land industry.

### **Duties:**

- To represent the benefits of all State Chapters at the national level.
- Work with national secretariat on day to day matters and to coordinate meetings.
- Facilitate national meetings and follow up any action items accordingly in collaboration with the National Secretariat.
- Respond (with input from State Chapters) to requests for information that are addressed to the national secretariat.
- Be the central point of liaison with industry bodies (i.e., ALGA, CRC CARE, EIANZ) where national engagement is beneficial to, and agreed by, State Chapters.
- Attend national contaminated land conferences as the national representative and host any scheduled Early Career Professional (ECP) presentations (as far as practicable and as agreed by State Chapters).
- Seek to establish and present a nationally consistent position on matters of importance to the ACLCA state chapters to national bodies that ACLCA interacts with.
- Promote at a national level the role and expertise of member companies in the industry.

### **Eligibility Criteria:**

- Currently employed by a company which is a member of at least one State Chapter.
- Preferably have previously held a position on a State Chapter executive committee.
- Still have an active involvement in State Chapter activities.
- NOT currently an office bearer in any State Chapter.



### **Election/ Nomination and Term:**

- The National Chair is nominated by a State Chapter, with each Chapter taking a turn to nominate a candidate on a rotational basis, unless an alternative is proposed and accepted by a simple majority vote of all State Chapters.
- The nomination is accepted by all State Chapters by a simple majority vote, taking into consideration the objective of ACLCA National (see above).
- The term is on a calendar year basis (1 January to 31 December each year) and for a period of 2 years, with an option to extend the term by 1 year. Further extensions of 1 year term can be approved by a simple majority vote of all State Chapters.
- The National Chair may be replaced by a vote of all State Chapters (simple majority) at any time during the term.
- In the event the National Chair resigns for any reason prior to the end of their term, and subject to agreement by State Chapters, a replacement may be nominated by the State Chapter who nominated the National Chair, or alternatively the next State Chapter in the rotation may bring forward their nomination for National Chair for acceptance, unless an alternative is proposed and accepted by a simple majority vote of all State Chapters.