

Call for AIH Committee Nominations 202X

AIH Representation – Terms of Reference

The AIH Committee

The Australian Institute of Horticulture Inc. (AIH Inc) consists of a nationally based committee. AIH committee roles include but not limited to President, Vice President, Secretary, Treasurer and ordinary committee members.

The AIH Executive Committee includes the four members of the AIH Executive.

All eligible members are encouraged regardless of location within Australia.

All Positions are of a voluntary nature. The responsibilities identified within these roles provide a guide to the nature and scope of work involved.

AIH Committee members are unpaid positions. Reimbursement is available for approved 'out of pocket' expenses as per the AIH budget.

All positions are held from the close of the Annual General Meeting (AGM) of the election year to the close of the AGM at end of the position's term.

TERMS of REFERENCE

AIH is seeking support of its members based on a balanced and diverse composition of members whose collective skills and experience will meet the current and future challenges for the AIH Inc.

All AIH Committee members must, at all times, apply the AIH Codes of Ethics, The Rules and Standard Operating Procedures and must meet the following:

- Have a demonstrated capacity to work within a professional / industry organisation framework.
- Be able to participate in a positive manner at all times on behalf of AIH as a national entity.
- Be willing to accept the management of a whole of Institute based portfolio or project.
- Be prepared to commit time to the role.
- Have a good understanding of the horticulture profession in its broadest sense; and
- Be committed to the future of AIH and the AIH Strategic Plan.
- Use AIH specific email address (@aih.org.au) and signature box on all AIH correspondence

Key Responsibilities:

Support AIH in meeting its corporate mission, objectives and setting strategic directions.

- Recognise and agree to apply all clauses as noted in the ACT Associations Incorporation Act 1992, and the Rules and Standard Operating Procedures of AIH.
- Ensure the implementation of AIH policies, guidelines and procedures in relation to whole of Institute activities.
- Work within the directive of the AIH Committee.
- Liaise with the AIH Committee Officers and members, Key advisors and members on AIH matters.
- Hold a portfolio or manage a project relevant to national and regional activities.
- Liaise with the members of the AIH Committee and AIH Administration contractors to address administrative, communication and financial needs.
- Assist AIH in representation to government, industry and the community forums in partnership with the AIH Committee.
- Chair sub-committee meetings and oversee the activities of specific project support groups.
- Provide reports on the progress of Institute projects for AIH Committee meetings.

AIH Committee

PO Box 2238 Toowong QLD,

AUSTRALIA 4066

Ph: 02 8801 6198

Email: info@aih.org.au Web: www.aih.org.au



Australian Institute
of Horticulture

Representation

Members support the AIH through representation based upon:

- Environmental repair across Australia.
- Indigenous green spaces, including cultural and heritage sites.
- Therapeutic support through horticulture.
- Education in Horticulture – apprenticeships, TAFE Colleges, and Universities.
- Art and design in Horticulture to be showcased through our events.
- The living plant seen through the eyes of plant producers, users & landscapers.
- Native Habitat – what we need to plant to protect our wildlife.
- Continue spreading our AIH ethos through media, communication, publications, and events.
- Social sustainability within a greener environment and responsible Urban Greening.
- Chair of Fellows.

Financial Surety Note:

All AIH Committee members MUST be prepared to sign the financial statement regarding insolvency, involuntary administration of business activities or involvement with other associations, to be kept on AIH records.

All AIH Committee members must hold an Australian Directors' Identification number through the ABRS (as per 2022 regulations) before taking up their role on the AIH committee. [Link Here](#)

Officers of AIH must be prepared to provide these sureties relating to The Institute's incorporation, regulatory and reporting compliances. Contact the Secretary for assistance.

Obligations

Upon signing of the nomination form and acceptance to represent AIH the terms of reference and AIH policies must be applied at all times.

Nominations

Obligatory:

Each Nomination must be accompanied by a declaration (of 200 words) of how the candidate will apply the terms of reference as noted in this document.

All nominees and their nominators must be current financial members, excluding student and Friends of Horticulture categories, as of (insert date).

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AIH Officers Nomination Form

Call for Nominations of President, Vice President, Secretary, Treasurer and 5 AIH committee ordinary members.

Please complete **all** questions and signatures.

Please attach brief description of 200 words of how the interested member meets the criteria.

AIH Position for which this nomination is related		
Full name of first supporting member		Membership number
Signature		
Full name of second supporting member		Membership number
Signature		
Full name of the nominated Member		Membership number
DATE		
Declaration		
<p>I provide this nomination based upon the terms of reference. If selected, I agree to fulfil the duties of the office as defined in the AIH Inc. position descriptions and as called upon by the AIH Committee.</p> <p>I have reviewed and am willing to provide the surety statement required if I am accepted to the position of an Officer of AIH.</p> <p>I hold/or am prepared to apply for an Australian Director's Identification number Link Here</p>		
Signature of the Member		

All nomination forms, with accompanying brief description, must be forwarded to the AIH Secretary. Email to the secretary@aih.org.au before 5:00pm on (insert date).

All Officers of AIH MUST be prepared to sign agreement to the Terms of Reference and a financial statement regarding insolvency, involuntary administration of business activities or involvement with other associations, to be kept on AIH records.

Incomplete Nominations, those supported by non-financial member as of (insert date) or nominations after (insert date) will not be accepted. Casual vacancies may be considered by the AIH Committee at or post the AGM.

Successful nominees will be ratified at the AGM (insert date).

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