



## **Appointment process for AUA Regional Coordinators**

### **The purpose of this document is to set out the appointment process and terms of office for AUA Regional Coordinators**

When a vacancy arises, the chair of the Regional Coordinators' Steering Group will instruct the AUA National Office to initiate the appointments process for a new Regional Coordinator. This process is outlined below:

**1)** On being informed of the vacancy, the AUA National Office will notify by email all Branch Coordinators within the region in which the vacancy has arisen, and call for expressions of interest to be submitted to the National Office within 21 days.

**2)** Candidates are deemed suitable for the position if:

**2a)** They currently hold the position of Branch Coordinator in one of the AUA's branches

OR

**2b)** They have previously held the position of Branch or Regional Coordinator within the AUA.

**3)** If the National Office receives one expression of interest and the candidate meets the necessary conditions, (see 2) then they will be appointed new Regional Coordinator for the region.

**4)** If the National Office receives two or more expressions of interest then an election will take place.

**5)** The election will be administered by the AUA National Office and will take place as follows:

**5a)** All candidates meeting the necessary conditions, (see 2) will be asked to submit a short written statement (max 200 words) to the National Office. Their names will then be entered upon a ballot paper that will then be sent in addition to a document containing candidates' supporting statements, to all Branch Coordinators within the region in which the vacancy has arisen.

**5b)** Voting will take place within 14 days and will be confidential.

**5c)** After 14 days the National Office will count all ballots that have been received. The candidate receiving the most votes will be appointed as new Regional Coordinator for the region. Should two candidates (or more) receive an equal number of votes, the chair of the

Regional Coordinators' Steering Group will appoint one candidate as the new Regional Coordinator for the region.

**Terms of office for Regional Coordinators.**

The maximum term for all Regional Coordinators is three years. After three years, the appointments process must take place. Sitting Regional Coordinators are permitted to stand for re-election, but in order to ensure fair and open representation, other candidates will be invited to come forward.

The term of the chair of the Regional Coordinator's steering group is three years. The chair is appointed by the Executive Committee. This term may be extended by the Executive Committee.

**Additional notes:**

In the event of a region being unable to appoint a Regional Coordinator using the appointments process as described above, (due to there being no forthcoming candidates that meet the necessary requirements of (2)) the AUA executive committee will have the authority to appoint a suitable candidate, based on their relevant skills and experience.