



Australian and New Zealand Society of Indexers Inc

Position Description

Returning Officer for Election of Officers and Council

Role

To ensure that elections for the elected officers of ANZSI and for elected positions on the Council conduct are free and fair.

Requirements

1. The Returning Officer must be a member of the Society.
2. The Returning Officer must not be a candidate for any office or position on the Council, nor related to a member who is a candidate for office.¹

Appointment

The Returning Officer will be appointed by Council before the closing date for receipt of nominations and will hold office until the conclusion of the annual general meeting.

Duties

1. Following the call for nominations manage all aspects of the conduct of the elections in accordance with the Constitution and with the Policy and Procedure on Proxy Voting.
2. In the event of contested positions oversee the conduct of an election at the annual general meeting.
3. Announce the result of the election at the annual general meeting and ensure that the result is published in the Society's Newsletter and on the Society's website..

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¹ Related means a partner, parent, child, sibling, aunt, uncle or cousin.