

Officer Nominations Process

Purpose

Clauses 18.1 and 18.2 of U3AC's Constitution provide for the appointment of Elected Trustees to serve as "Designated Officers", alongside the Chair. The Constitution is not prescriptive on the number of Designated Officers, the specific responsibilities of individual officers or the process for their nomination and appointment.

This document provides the high level principles to be applied to the appointment of Designated Officers and details the process to be followed for such appointments. It replaces the October 2023 document titled Nomination and appointment of Council Officers.

Key Principles

- Council will periodically review the number of Designated Officers, their titles and the responsibilities of each role to ensure they are appropriate for the organisation and aligned with its long-term strategy.
- Appointments will be based on an individual's skills, experience, willingness and capacity to fulfil the role.
- Each Designated Officer will normally stay in post for the duration of the term of office of the respective Trustee.
- A person may choose to stop serving as a Designated Officer prior to the end of their scheduled term. They should advise the Chair at the earliest opportunity and their resignation as a Designated Officer will not affect their ongoing role as a Trustee and Council member under the terms of the Constitution.
- Council may appoint Designated Officers at any time to meet operational needs. Role descriptions and succession plans will be a key element of regular 1:1 discussions between the Chair and Council members.

Procedure

- If a vacancy occurs among existing Designated Officers or the Council decides that a new Officer role is needed, the Chair and the Secretary will promptly prepare a concise role description for consideration and approval by the Council.
- The Chair will invite expressions of interest from Council members and submit a list of all nominees for consideration at the next scheduled Council meeting. All nominees will be asked to recuse themselves from the subsequent discussion and voting at the meeting.
- Council decisions on role descriptions and appointments are to be made based on a simple majority in accordance with clause 17 of U3AC's Constitution.
- Appointments will normally take effect immediately.
- If no Elected Trustee wishes to take on a vacant Designated Officer role, Council will consider if there is a need to appoint an additional Trustee, in accordance with clauses 13.2 and 13.5.2 of U3AC's Constitution. However, if this would result in the total number of Trustees exceeding the maximum referred to in clause 12.3.1.2 of the Constitution, Council will consider other options such as leaving the Designated Officer role vacant and to the extent possible delegating additional tasks to other Designated Officers, other Council members or, in accordance with article 18.3 of the Constitution, "to any suitable person or committee or committees".
- An up-to-date list of all currently serving Designated Officers will be shown on the U3AC website.

Approved by Council: 17 June 2026

Next review date: June 2027