

# ANFS Executive Committee

## Eligibility Criteria for Candidacy

### Membership, Roles and Responsibilities

In accordance with the Constitution of Australia-Nepal Friendship Society Incorporation (Association Number – A03601), or ANFS in short, all executive committee positions need to be filled for the 2026-28 term. This document outlines the eligibility criteria for candidacy, the position's roles, and their responsibilities.

## President

### Eligibility Criteria for Candidacy

Under Section 94 of the Constitution of ANFS, the following are the eligibility criteria for the candidacy of the president:

1. Be a current financial member of the Society,
2. Have not been declared bankrupt,
3. Not hold more than one (1) position on the Committee at the same time,
4. Be of good moral character and standing, with a demonstrated commitment to the values and objectives of the Society, and
5. Have served as a committee member of the Society for at least one (1) term.

### Roles and responsibilities

Under Section 45 of the Constitution of ANFS, the following are the roles and responsibilities of the president:

1. Chairing Committee meetings and general meetings (including annual general meetings and special general meeting),
2. Overseeing and managing overall operations of the Society,
3. Presenting the annual report on the Society's affairs at the Annual General meeting, and
4. Exercising any other function given to the president:
  - a. Under the Act or the Society's rules; or
  - b. By the committee or the members to achieve the Society's objects.

# Vice-president

## Eligibility Criteria for Candidacy

Under Section 94 of the Constitution of ANFS, the following are the eligibility criteria for the candidacy of the vice-president:

1. Be a current financial member of the Society,
2. Have not been declared bankrupt,
3. Not hold more than one (1) position on the Committee at the same time,
4. Be of good moral character and standing, with a demonstrated commitment to the values and objectives of the Society, and
5. Have served as a committee member of the Society for at least one (1) term.

## Roles and responsibilities

Under Section 46 of the Constitution of ANFS, the following are the roles and responsibilities of the vice-president:

1. Exercising the roles and responsibilities of the president if the president is unavailable to exercise those roles and responsibilities for any reason
2. Supporting the President in the position's duties and responsibilities;
3. Taking on specific tasks delegated by the President or the Committee; and
4. Exercising any other function given to the vice president:
  - a. under the Act or the Society's rules; or
  - b. by the committee or the members to achieve the Society's objects.

# Secretary

## Eligibility Criteria for Candidacy

Under Section 94 of the Constitution of ANFS, the following are the eligibility criteria for the candidacy of the secretary:

1. Be a current financial member of the Society,
2. Have not been declared bankrupt,
3. Not hold more than one (1) position on the Committee at the same time, and
4. Be of good moral character and standing, with a demonstrated commitment to the values and objectives of the Society.

## Roles and responsibilities

Under Section 47 of the Constitution of ANFS, the following are the roles and responsibilities of the Secretary:

1. Keeping minutes of committee meetings and general meetings (including annual general meetings and special general meetings)
2. Handling all correspondence
3. Ensuring the Society's records are properly maintained and accessible, and
4. Exercising any other function given to the secretary
  - a. under the Act or the Society's rules; or
  - b. by the committee or the members to achieve the Society's objects.

The secretary must lodge the notice mentioned in the Act, section 62 (1) (Notice of changes in committee).

## Treasurer

### Eligibility Criteria for Candidacy

Under Section 94 of the Constitution of ANFS, the following are the eligibility criteria for the candidacy of the treasurer:

1. Be a current financial member of the Society,
2. Have not been declared bankrupt,
3. Not hold more than one (1) position on the Committee at the same time, and
4. Be of good moral character and standing, with a demonstrated commitment to the values and objectives of the Society.

## Roles and responsibilities

Under Section 48 of the Constitution of ANFS, the following are the roles and responsibilities of the treasurer:

1. Keeping the accounting records (see section 71 of the Act),
2. Preparing the statement of accounts (see section 72 of the Act),
3. Presenting the documents (see section 73 of the Act) at the annual general meeting,
4. Lodging with the registrar-general the documents (see section 79 of the Act),
5. Managing the Society's financial matters, and
6. Exercising any other function given to the treasurer
  - a. under the Act or the Society's rules; or

- b. by the committee or the members to achieve the Society's objects.

## Joint Secretary

### Eligibility Criteria for Candidacy

Under Section 94 of the Constitution of ANFS, the following are the eligibility criteria for the candidacy of the joint-secretary:

1. Be a current financial member of the Society,
2. Have not been declared bankrupt,
3. Not hold more than one (1) position on the Committee at the same time, and
4. Be of good moral character and standing, with a demonstrated commitment to the values and objectives of the Society.

### Roles and responsibilities

Under Section 50 of the Constitution of ANFS, the following are the roles and responsibilities of the joint-secretary:

1. Assist the Secretary in all administrative duties,
2. Act as Secretary in their absence,
3. Help in preparing meeting agendas and minutes, and
4. Support communication between members and the executive team.

## Member - youth and student coordinator

### Eligibility Criteria for Candidacy

Under Section 94 of the Constitution of ANFS, the following are the eligibility criteria for the candidacy of the member – youth and student coordinator:

1. Be a current financial member of the Society,
2. Have not been declared bankrupt,
3. Not hold more than one (1) position on the Committee at the same time, and
4. Be of good moral character and standing, with a demonstrated commitment to the values and objectives of the Society.

### Roles and responsibilities

Under Section 51 of the Constitution of ANFS, the following are the roles and responsibilities of the member – youth and student coordinator:

1. Engage with Nepali youth and student communities in Australia,
2. Plan and organize programs focused on youth development and student support,
3. Act as a liaison between students and the Society, and
4. Promote leadership and volunteering opportunities among youth.

## Member – cultural coordinator

### Eligibility Criteria for Candidacy

Under Section 94 of the Constitution of ANFS, the following are the eligibility criteria for the candidacy of the member – cultural coordinator:

1. Be a current financial member of the Society,
2. Have not been declared bankrupt,
3. Not hold more than one (1) position on the Committee at the same time, and
4. Be of good moral character and standing, with a demonstrated commitment to the values and objectives of the Society.

### Roles and responsibilities

Under Section 52 of the Constitution of ANFS, the following are the roles and responsibilities of the member – cultural coordinator:

1. Organize cultural events and programs that promote Nepali heritage,
2. Coordinate participation in multicultural festivals,
3. Preserve and promote traditional arts, music, dance, and festivals, and
4. Work with artists and cultural groups.

## Member – language coordinator

### Eligibility Criteria for Candidacy

Under Section 94 of the Constitution of ANFS, the following are the eligibility criteria for the candidacy of the member – language coordinator:

1. Be a current financial member of the Society,
2. Have not been declared bankrupt,
3. Not hold more than one (1) position on the Committee at the same time, and
4. Be of good moral character and standing, with a demonstrated commitment to the values and objectives of the Society.

## Roles and responsibilities

Under Section 53 of the Constitution of ANFS, the following are the roles and responsibilities of the member – language coordinator:

1. Support and promote the use and learning of the Nepali,
2. Help develop educational resources or workshops for language, and
3. Assist in coordinating with the Nepali language school.

## Member – events coordinator

### Eligibility Criteria for Candidacy

Under Section 94 of the Constitution of ANFS, the following are the eligibility criteria for the candidacy of the member – event coordinator:

1. Be a current financial member of the Society,
2. Have not been declared bankrupt,
3. Not hold more than one (1) position on the Committee at the same time, and
4. Be of good moral character and standing, with a demonstrated commitment to the values and objectives of the Society.

## Roles and responsibilities

Under Section 54 of the Constitution of ANFS, the following are the roles and responsibilities of the member – event coordinator:

1. Plan and manage logistics for all Society events,
2. Ensure events are inclusive and reflect the Society's mission,
3. Work with other coordinators to align activities (e.g., cultural, sports, educational), and
4. Create event plans and oversee execution.

## Member – sports coordinator

### Eligibility Criteria for Candidacy

Under Section 94 of the Constitution of ANFS, the following are the eligibility criteria for the candidacy of the member – sports coordinator:

1. Be a current financial member of the Society,
2. Have not been declared bankrupt,

3. Not hold more than one (1) position on the Committee at the same time, and
4. Be of good moral character and standing, with a demonstrated commitment to the values and objectives of the Society.

## Roles and responsibilities

Under Section 55 of the Constitution of ANFS, the following are the roles and responsibilities of the member – sports coordinator:

1. Organize sports events and tournaments for the community,
2. Promote physical health and team spirit through sports,
3. Collaborate with youth coordinator to engage younger participants, and
4. Encourage participation from a wide demographic.

## Other Positions

The following positions are not subject to this election:

1. Ex officio position (under Section 40(2) of the Constitution)
  - a. Principal - Nepali language school run by the Society
2. Appointed positions (under Section 40(3) of the Constitution)
  - a. Public Officer
  - b. Information & communication technology coordinator
  - c. Two advisors