

Policy Title	Executive and Staff Policy
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# ASA Executive and Staff Policy

## Contents

1. Purpose.....	1
2. Executive Policy .....	1
3. Staff Policy .....	2

## 1. Purpose

This policy outlines the organisations requirement for clear guidelines between operations staff and executive members with regards to their appointment.

## 2. Executive Policy

No person should be both a member of the Albany Student Executive Committee (ASEC) and a member of the ASA operations Staff.

The Executive Committee employ the staff of the Association through the General Manager (who is also a member of staff), and therefore would be acting as their own employer were they to be both an Executive Member and a member of staff.

No current ASA Executive Member shall be eligible to apply for a staff position within ASA, except in the case where the staff position would commence after (or near to) the end of the person’s term as an Executive Member, unless they have signed a declaration statement agreeing to stand down from their position as an Executive Member should they be successful.

Members of Association staff who are standing for election should be aware that they should not hold both their position as a Staff Member and be an Executive Member, as this creates a conflict of interest.

Where an Executive Member is applying for a staff position, they shall abstain from discussion and voting (and leave the meeting should it be deemed prudent) on any point relating to staffing, short-listing, interviewing, and appointing of individuals to the position, due to a conflict of interest.

### 3. Staff Policy

No full-time member of the ASA operational staff shall be an ordinary member of the Association, and their membership shall be waived. This results in full-time members of ASA staff being unable to vote for representatives in Elections or By-Elections, take part in General Meetings, or stand for election.

Should there be a part-time member of ASA staff who is also a student, they waive the right to vote for representatives in Elections or By-Elections, in General Meetings, or stand for election. However, they may still attend AGM's and SGM's.