



Australian Government

AHCCCF412 Coordinate board or committee elections

Release: 1

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Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to coordinate board or committee elections for an unincorporated group or incorporated association in accordance with the group/association rules and practice.

This unit applies to community program leaders who coordinate committee or board elections and provide and communicate solutions to a range of predictable and sometimes unpredictable problems.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Community Coordination and Facilitation (CCF)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Seek nominations	1.1 Identify election requirements under the rules of the organisation or association 1.2 Call for nominations for officers and committee positions that will become vacant 1.3 Check nominations are valid and eligible 1.4 Fill positions where there are no nominations
2. Conduct elections	2.1 Declare nominations for uncontested positions filled

Element	Performance criteria
	2.2 Set election date 2.3 Prepare ballot papers according to the number of nominations 2.4 Manage voting to ensure a fair ballot by persons eligible to vote 2.5 Explain voting process to group 2.6 Assess any voting irregularities for impact on result, with any invalid elections being declared void
3. Promote a positive election atmosphere	3.1 Promote positive attitude of cooperation between candidates 3.2 Address issues and complaints to ensure group satisfaction with the election process 3.3 Facilitate minority interests to ensure equitable representation
4. Declare results	4.1 Count votes using a method that ensures a fair count 4.2 Announce results or provide to the chair 4.3 Complete records of results 4.4 Address grievances

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCCCF412A Coordinate board/committee elections.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCCCF412 Coordinate board or committee elections

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- conduct all election processes according to the rules and practices of the group or organisation
- seek and check nominations
- explain voting process to group and ensure understanding
- prepare and edit ballot papers to organisational requirements and in line with voting process
- conduct elections and monitor voting irregularities
- address complaints and grievances about the election process
- record and declare results

Knowledge Evidence

The candidate must demonstrate knowledge of:

- articles, rules and practice of the group or organisation
- election procedures used by other groups and in other voluntary organisations
- voting method to be used

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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