



Australian Government

Department of Education, Employment and Workplace Relations

AHCCCF412A Coordinate board/committee elections

Release: 1

AHCCCF412A Coordinate board/committee elections

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers coordinating board/committee elections and defines the standard required to: seek and check nominations; conduct elections and monitor voting irregularities; deal with complaints and grievances about the election process; record and declare results.
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Application of the Unit

Application of the unit	This unit applies to community program leaders who coordinate committee or board elections for an unincorporated group or incorporated association.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Seek nominations	1.1.Election requirements required under the rules and past practice are identified to establish correct election procedures. 1.2.Nominations are called for officers and committee positions that will become vacant according to the group/association rules and practice. 1.3.Nominations are checked for validity according to the group/association rules and practice. 1.4.Procedures to fill positions where there are no nominations are implemented according to the group/association rules and practice.
2. Conduct elections	2.1.Nominations for uncontested positions are declared filled according to the group/association rules and practice. 2.2.Election date is set according to group/association rules and practice. 2.3.Ballot papers are prepared according to the number of nominations and the voting method described in the group/association rules and practice. 2.4.Voting is managed to ensure a fair ballot by persons eligible to vote according to the group/association rules and practice. 2.5.Any voting irregularities are assessed for impact on result, with any invalid elections being declared void.
3. Promote a positive election atmosphere	3.1.Positive attitude of co-operation between candidates is promoted to maintain group harmony. 3.2.Issues and complaints are addressed in a positive manner according to the rules, to ensure group satisfaction with the election process. 3.3.Minority interests are facilitated to ensure equitable representation.
4. Declare results	4.1.Votes are counted using a counting method that ensures a fair count according to the group/association rules and practice. 4.2.Results are announced or provided to the group/association chair according to the group/association rules and practices. 4.3.Records of results are completed according to group/association rules and practice. 4.4.Grievances are addressed according to articles of association, group rules and practice.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- seek nominations
- conduct elections
- declare results
- use literacy skills to read, interpret and follow organisational policies and procedures, develop sequenced written instructions, record accurately and legibly information collected and select and apply procedures to a range of tasks
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record routine and more complex workplace measures and data
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- articles, rules and practice of the group
- election procedures used by other groups and in other voluntary organisations
- voting method to be used
- understanding of range of community perspectives and perspectives brought by individuals to group.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- seek and check nominations
- conduct elections and monitor voting irregularities
- deal with complaints and grievances about the election process
- record and declare results.

Context of and specific resources for assessment

Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole.

Requirements may include:

- vacancies
- procedures for election
- eligible persons
- time between elections as defined in the rules or practice.

Unit Sector(s)

Unit sector

Community coordination and facilitation

Co-requisite units

Co-requisite units		

Competency field

Competency field	
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