



## **Board Nomination Pack:**

**For Members wanting to nominate for a position on the Board of Management of The Society of Auctioneers & Appraisers (SA) Inc.**

# **Board Directory & Business Plan**

**SOCIETY OF AUCTIONEERS &  
APPRAISERS (SA) INC.**

## **POSITIONING STATEMENT**

**The Society of Auctioneers & Appraisers (SA) Inc. is the professional body representing the specialist interests of Auctioneers and Appraisers in the fields of Real Estate, Livestock & General.**

## **VISION STATEMENT**

**The Society will continue to develop a profile of such dimension that the Public, Members of the Professions, Politicians, Government Departments and the Media will look to it for leadership and direction in all matters relating to the specialist fields of Auctioneering and Appraising.**

The purpose of the Business Plan is to ensure Board Members are fully aware of issues such as the direction, plans and vision of the Society, all policies and procedures, duties and responsibilities associated with their office and with Management Goals and Marketing Plans together with Training needs, Social and Regional Events, benefits of Membership, products and services and Sponsors.

## Board Members:

- The Board consists of 6 Society Members who are Practicing, Master, Fellow or Life Members. (Associate or Affiliate Members cannot hold a position on the Board).
- The Board consists of a President and five other Board Members who shall be required to serve on various Task Groups namely:
  - a. **Real Estate Auctioneers & Appraisers Professional Development, Training & Membership**
  - b. **Livestock & General Auctioneers & Appraisers Professional Development, Training & Membership**
  - c. **Member Communication, Technology, Social Networking & eBooks**
  - d. **Social Events**
  - e. **Drive the Society, Sponsorship, AucDocs & Golden Gavel**
- Board Meetings are held on the second Wednesday of the Month 4pm at the Meeting Room, Society Offices, 22 Greenhill Road, WAYVILLE SA 5034 and usually last for approximately 2 hours.
- A Strategic Planning meeting is held after the AGM to allocate Board members to the various Task Groups and to plan the direction and calendar of Events and to give the various Task Groups targets and directions as to Events & Training and to define Member benefits and various other business for the ensuing year.
- Board Members are allotted positions on Task Groups such that the Chairperson of the Task Group is required to convene a monthly meeting with his or her counterpart and to conduct and carryout various tasks and aspirations of the Society, **and to provide a written report to the Board at the end of every month, together with a report for the Members to be published in the eBook** advising Members of the happenings and progress of their particular portfolio and to keep them up to date with ongoing matters like Legislation.
- The monthly time commitment for each Board member should be in the vicinity of 5 hours per month conducting Society business, plus attendance at ALL Society functions and Board Meetings.
- Members can nominate for a Board position at any time & as a result can be invited to fill any casual vacancy as it may become available, or nominations can be received for positions on the Board at the AGM, held in September each year (Nomination Form Attached)

# Task Groups:

## 4.1 – Real Estate Auctioneers & Appraisers Professional Development, Training & Membership:

- To convene a monthly meeting of the Task Force to ensure all Management Goals are on track and are being actioned.
- To provide up to date informative Workshops and Seminars to enhance the abilities of Auctioneers & Appraisers both Practicing and Novice.
- Document guidelines for Real Estate Appraisals.
- To document Best Practice Procedures for all aspects of Real Estate Auctions including Price Guides, Bidding Form Guides, Vendor Bidding, Bidding for Buyers, use of Vendor Bid, Vendor putting bidders into the crowd etc.
- Source suitable publications and reference material.
- Devise strategies to attract new Members
- Devise strategies to enhance benefits to existing Members
- Create a data base of Auctioneers who are not Members and devise strategies to attract them
- Create a data base of Auctioneers who do not report upcoming auctions and submit monthly results and devise a strategy to encourage them to participate
- Actively promote the Golden Gavel and ensure all suitable Members enter

### **MONTHLY BOARD MEETING OBLIGATION**

*To have written reports to the Secretary at the end of each month:*

1. *A Report for tabling at the next Board Meeting, including the Task Force's recommendations and initiatives.*
2. *A Report with pictures (if applicable) to be published in the eBook to advise Members of all relevant issues and to keep Members fully informed of all relevant issues and "What's happening in Real Estate"*

### **FINANCIAL COSTINGS OBLIGATION**

*It is mandatory to provide a budget and estimated profit & loss of all projects to be undertaken. This must be submitted to the Board for approval prior to commencement of the project.*

## **4.2 - Livestock & General Auctioneers & Appraisers Professional Development, Training & Membership:**

- To convene a monthly meeting of the Task Force to ensure all Management Goals are on track and are being actioned.
- Devise strategies to attract new Members.
- Devise strategies to enhance benefits to existing Members
- Provide informative workshops for Livestock & General Auctioneers
- Create a data base of Auctioneers who do not report upcoming auctions and submit monthly results and devise a strategy to encourage them to participate
- Manage the Society's involvement with the SA Heifer Expo held annually at the Show grounds
- Take the School's Auction Idol into the Country Schools and allot Members as mentors

### **MONTHLY BOARD MEETING OBLIGATION**

*To have written reports to the Secretary at the end of each month:*

1. *A Report for tabling at the next Board Meeting, including the Task Force's recommendations and initiatives.*
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### **FINANCIAL COSTINGS OBLIGATION**

*It is mandatory to provide a budget and estimated profit & loss of all projects to be undertaken. This must be submitted to the Board for approval prior to commencement of the project.*

## 4.3 – Member Communication, Technology, Social Networking & eBooks:

- To convene a monthly meeting of the Task Force to ensure all Management Goals are on track and being actioned.
- To actively co-ordinate marketing initiatives to promote the ideals and services of Members to;
  - Existing Members
  - Potential Members
  - The General Public
  - Professionals including Accountants, Solicitors, Government
- Product Marketing, Ties, Flags etc
- To plan a program and content for eBooks and Newsletters, copy deadlines, publication dates etc.
- To actively promote Membership of the Society
- To encourage all Auctioneers & Appraisers to become Members
- To Ensure new Members are welcomed and mentioned in eBooks
- To advertise for Membership and to promote Membership in Messenger etc
- To feature first Auction stories & encourage all Auctioneers to post their upcoming and monthly Auction results on the Society web page
- Create a data base of Auctioneers attending the 3 Day Auction Academy and monitor their progress and devise a plan to get them to attend as many Society Events as possible
- To keep the Society Web page Facebook etc at the cutting edge of development and relevance

### **MONTHLY BOARD MEETING OBLIGATION**

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2. *A Report with pictures (if applicable) to be published in the eBook to advise Members of all relevant issues and to keep Members fully informed of all relevant issues and "Member Communication, Technology, Social Networking & eBooks".*

### **FINANCIAL COSTINGS OBLIGATION**

*It is mandatory to provide a budget and estimated profit & loss of all projects to be undertaken. This must be submitted to the Board for approval prior to commencement of the project.*

## 4.4 - Social Events:

- To convene a monthly meeting of the Task Force to ensure all Management Goals are on track and being actioned.
- To convene Golf Day, Sponsors joint Training Seminars, Sundowner at Sponsors premises, Breakfast with guest speakers, Country and Regional Events, Past Presidents Lunches, Ladies Lunches, Industry Leaders Lunches and all Events & Training.
- To liaise with other Task Groups in staging Society Events & Training
- To actively involve Sponsors in all Events.

### **MONTHLY BOARD MEETING OBLIGATION**

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1. *A Report for tabling at the next Board Meeting, including the Task Force's recommendations and initiatives.*
2. *A Report with pictures (if applicable) to be published in the eBook to advise Members of all relevant issues and to keep Members fully informed of all relevant issues and "What's happening with the Society's Social Events">*

### **FINANCIAL COSTINGS OBLIGATION**

*It is mandatory to provide a budget and estimated profit & loss of all projects to be undertaken. This must be submitted to the Board for approval prior to commencement of the project.*

## 4.5 - Drive the Society - Sponsorship, AucDocs & Golden Gavel Task Force

### **Drive the Society Task Force:**

- To convene a weekly meeting “Drive the Society” to ensure all Task Forces are accountable for their respective program initiatives.
- To review Management Goals determined at the Strategic Planning Meeting
- To ensure the Society is running efficiently and is being driven
- To ensure all Task Forces are on track and are working in harmony with each other
- To ensure the Society receives suitable positive publicity and addresses all relevant issues
- To ensure Members are marketed to the Public via the Web site and advertisements
- To oversee the implementation of the year’s Marketing Plan, Management Goals, Training and Social Events.
- To ensure Sponsorship is secure and that Sponsors derive maximum benefit.
- To promote AucDocs
- To promote and grow the Golden Gavel & School’s Auction Idol.

### **MONTHLY BOARD MEETING OBLIGATION**

*To have written reports to the Secretary at the end of each month:*

1. *A Report for tabling at the next Board Meeting, including the Task Force’s recommendations and initiatives.*
2. *A Report with pictures (if applicable) to be published in the eBook to advise Members of all relevant issues and to keep Members fully informed of all relevant issues*

### **FINANCIAL COSTINGS OBLIGATION**

*It is mandatory to provide a budget and estimated profit & loss of all projects to be undertaken. This must be submitted to the Board for approval prior to commencement of the project.*



# Board Nomination Form



To:  
The Secretary  
Society of Auctioneers & Appraisers (SA) Inc.  
22 Greenhill Road  
WAYVILLE SA 5034  
Tel: 08 8372 7830  
Fax: 08 8372 7833  
Email: [society@auctioneers.com.au](mailto:society@auctioneers.com.au)

I, .....  
(Full Name)

of .....  
(Address)

being a financial \*Practicing/Master/Fellow/Life Member of the Society of Auctioneers & Appraisers (SA) Inc. do hereby submit my nomination for the position of Board Member for a term of two years until the Annual General Meeting in two years time.

"I understand and accept my responsibilities as a Board Member. Should at any time these responsibilities not be met or I am unable to perform my duties to an acceptable standard, I acknowledge that i will resign or have my position terminated by the Board."

Dated this.....day of.....20.....

.....(Signed)

To The Board:  
The Society of Auctioneers & Appraisers (SA) Inc.  
22 Greenhill Road  
WAYVILLE SA 5034

If elected to the Board my goals and aspirations for the Society & Members are as follows:

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I would like to achieve the following as Board Member:

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My experience is:

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About me personally & my passions in life:

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Dated this.....day of.....20...

Signed).....