

Committee Nomination Form 2012 – 2013



I _____ being a fully paid up member nominate
_____, being a fully paid up member, for the

Friends of Leadbeater's Possum Inc. committee position of:

(Please circle the position you wish to nominate for or delete the ones you do not wish to nominate for)

- President
- Vice-President
- Secretary
- Treasurer
- General Committee

Nomination forms must be signed by the Nominator and the Nominee, who must be financial members of the Organisation.

Signed: _____ (Nominator) Date: _____

Signed: _____ (Nominee) Date: _____

Signed: _____ (Member) Date: _____

Members wishing to nominate another member to the Committee must forward their nominations to: info@leadbeaters.org.au or by post to : The Secretary, Friends of Leadbeater's Possum, P.O. Box 1175 Healesville VIC 3777, **by 18 October 2012.**

Committee Job Descriptions

President: Chair bi-monthly meetings, delegate tasks to committee members and oversee general running of the organisation.

Vice-President: Attend bi-monthly meetings, stand in for the President if he/she is unable to chair the meeting, assist the President as required.

Secretary: Collect mail from Post Office; attend bi-monthly meetings, record minutes. Email minutes to all members of the committee.

Treasurer: Maintain cashbook and prepare financial reports, deposit monies received and pay accounts, prepare financial statements for Annual General Meeting. Accept applications and renewals of membership.

General Committee Members: Attend bi-monthly meetings and assist where required such as with group programs and events.