



**Annual General Meeting 10th October 2011
COMMITTEE NOMINATION FORM**

NAME:

ADDRESS:

PHONE:.....**MOBILE:**.....**EMAIL:**.....

I wish to nominate for the following position (please tick chosen position)

- Chairperson**
- Assistant Chairperson**
- Treasurer**
- Co-ordinator**
- Committee Member (8)**

Signature:**Nominator:**.....**Seconder:**

Note: *The full Committee is involved in all issues that arise that are of concern to the Tomaree community that need to be addressed by the Association. Subject to specific issues, appropriate Committee members will form sub-committees with other members, or if necessary, external assistance, to investigate, examine, report or advise as required.*

The following administrative roles are carried out by the executive committee members to ensure the smooth administration and functionality of the Association. All roles are supported and assisted by the Chairperson and Assistant Chairperson. Broadly:

- *Chairperson and Assistant Chairperson: Government and PSC liaison, TRRA planning and policy. Spokesperson for all TRRA related matters. Report preparation and co-ordination.*
- *Treasurer. Maintenance of all Association and member financial records, collection and receipt of all Association funds, payment of accounts, monthly reporting.*
- *Co-ordinator: Maintenance of all membership records, correspondence and liaison between the committee, council, councillors and members. Organisation of meetings, venues and agendas.*
- *Publicity and Public Relations.*
- *Minutes: Preparation and Distribution.*
- *Website: Control and maintenance.*
- *Membership Officer: Handling new enquiries for membership and developing strategies to increase membership.*
- *Fundraising. Developing methods and instigating fundraising activities.*
- *Research Officer: Monitor PSC and state government policies/strategies/developments and recommending TRRA consideration/action. Instigate and monitor member and community surveys*

Please nominate the role / function you feel you would like to carry out.

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TRRA email addresses will be allocated to appropriate committee members to fulfil their role.

Nominations Close on October 3 2011 but can be accepted by e-mail until then.