



Annual General Meeting Monday 8 October 2012
COMMITTEE NOMINATION FORM

NAME:

ADDRESS:

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

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

- President
- Assistant President
- Treasurer
- Secretary
- Public Officer
- Committee Member (7)

Signature:

Nominator.....

Note: The full Committee is involved in all issues that arise that are of concern to the Tomaree community and need to be addressed by the Association. For some 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 President and Assistant President. Broadly:

- **President and Assistant President:** 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.
- **Secretary:** Maintenance of all membership records, correspondence and liaison between the committee, council, councillors and members. Organisation of meetings, venues and agendas.
- **Public Officer.**
- **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.

Nominations should be posted to TRRA. PO Box 290, Nelson Bay 2315, or delivered to 7 Thurlow Avenue, Nelson Bay 2315 or (if signed and scanned) emailed to info@trra.com. They should be received by 30 November 2012 when nominations close.

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