



**Annual General Meeting Monday 14 September 2015  
COMMITTEE NOMINATION FORM**

(Nominations to be received by 7<sup>th</sup> September 2015. Mailed to TRRA Inc PO Box 290 Nelson Bay 2315; Signed, scanned and emailed to [secretary@trra.com.au](mailto:secretary@trra.com.au) or hand delivered to any current Committee member.)

NAME: .....

ADDRESS: .....

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

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

- President**
- Vice President**
- Secretary**
- Membership Secretary**
- Treasurer**
- Public Officer (no election required if current public officer willing to continue in position)**
- Committee Member (7)**

**Signature** \_\_\_\_\_ **Nominator:** \_\_\_\_\_

**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 and advise as required. TRRA Inc email addresses will be allocated to appropriate committee members to fulfil their role.

*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 President and Vice President and are flexible and interchangeable. Broadly:*

- *President and Vice President, Government and PSC liaison, TRRA planning and policy. Spokespersons for all TRRA related matters. Report preparation and co-ordination.*
- *Secretary: Maintenance of membership records, minutes, correspondence and liaison between the committee, council, councillors and members. Organisation of meetings, venues and agendas.*
- *Minutes Secretary: Takes minutes of Committee and General meetings on behalf of the Secretary*
- *Membership Secretary – Assistance to Secretary and Treasurer with maintaining membership records and membership subscription renewals. Assists Secretary and acts in position in absence of Secretary.*
- *Treasurer. Maintenance of all Association and member financial records, collection and receipt of all Association funds, payment of accounts, monthly reporting.*
- *Public Officer: Ensures compliance with rules of Incorporation (Non election position unless Public Officer cannot continue)*
- *Media Officer- Preparation of media releases, member updates and publicity opportunities.*
- *Webmaster. Control and maintenance of website.*
- *Membership Officer. Handling new enquiries for membership and developing strategies to increase membership.*
- *Research Officer. Monitor PSC and state government policies/strategies/developments and recommending TRRA consideration/action. Instigate and monitor member and community survey*
- *Liaison Officer: Raise profile with local community organisations, all levels of government and our elected Councillors*

**Please nominate the role / function you feel you would like to carry out or indicate “General Committee member”**

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