



**Annual General Meeting Thursday 10th October 2024
Commencing at 7 pm at the Nelson Bay Bowling Club**

COMMITTEE NOMINATION FORM

Nomination forms are to be received by Thursday 3rd October 2022. Please sign, scan and email to secretary@trra.com.au OR hand deliver to any current Committee member. If necessary, nominators and seconders can be found after receipt of nominations.

NAME: _____

ADDRESS: _____

PHONE/MOBILE: _____

EMAIL: _____

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

- President**
- Vice President**
- Secretary**
- Treasurer**
- Ordinary Committee Members (up to 8)**

Declaration: I commit to the Objects of TRRA Inc. and agree to comply with the Association's Constitution and operating procedures and standards (see www.trra.com.au)

Signature: _____

Nominated by: Name: _____ **Signature:** _____

Seconded by: Name: _____ **Signature:** _____

Note: The full Committee generally meets monthly, face to face in Nelson Bay and/or online as required. The Committee may form sub-committees with other members, or if necessary, with external parties, to investigate, examine, report and advise as required. TRRA Inc. email addresses will be allocated to committee members. to help distinguish TRRA business separate from personal emails.

The following administrative roles are carried out by the executive committee members to ensure the smooth administration and functionality of the Association. Most roles are flexible and interchangeable, to be agreed by the new Committee.

- *President and Vice President: Chairing meetings, Government and PSC liaison, Primary spokespersons for TRRA. Report preparation and co-ordination.*
- *Secretary: Minutes of meetings, correspondence and liaison with third parties including Council staff and Councillors. Organisation of meetings, venues and agendas.*
- *Treasurer: Maintenance of all Association and member financial records, collection and receipt of all Association funds, payment of accounts, regular reporting. (Working closely with Membership Officer)*
- *Membership Officer: Maintaining membership records and membership subscription renewals (Working closely with Treasurer).*
- *Media Officer: Preparation and implementation of media releases and publicity opportunities.*
- *Social Media Officer: administration of Tomaree Voice Facebook page + potentially other social media*
- *IT Support Officer: Control and maintenance of website and email accounts.*
- *Strategy Officer: Developing strategies for the organisation for consideration of Committee*
- *TRRA planning & research Officer(s): Monitor PSC and state government policies/strategies/developments and recommending TRRA consideration/action. Instigate and monitor member and community survey*
- *Public Officer: Ensures compliance with rules of Incorporation*

Please nominate any specific role(s) or function(s) you would like to carry out or just indicate 'General Committee member:

**Only financial members can nominate and sit on the committee.
Renew/Join [HERE](#).**