



Partners in Progress

urunga~mylestom chamber of commerce *incorporated*

NOMINATION FORM
FOR
OFFICE BEARERS
AND
COMMITTEE MEMBERS

We the undersigned, being financial members of the Urunga Mylestom Chamber of Commerce, hereby nominate

As a candidate for the position of

Positions available

- President **##**
- Vice Presidents (up to 2) **##**
- **Secretary **##**
- **Assistant Secretary
- **Minute Secretary
- Treasurer **##**
- Assistant Treasurer
- Public Relations Officer
- Public Officer (ex-officio)
- Committee Members

Notes:

****** these may be combined
these are Office-bearers (or "The Executive")

Portfolios include:

- Membership Member
- Webmaster (ex-officio)
- Web Manager
- Breakfast Coordinator/s
- Event Coordinators (4)
- Others, as seconded.

Proposer (Name): _____

Signature: _____

Date: _____

Second (Name): _____

Signature: _____

Date: _____

Nominees Consent

I hereby consent to the above nomination and am willing to accept the position in the event of my election.

Signature: _____

Date: _____

POSITION DESCRIPTIONS

President	<p>The primary role of the President is to control and manage the Committee in its management of the affairs of the Chamber, and includes:</p> <ul style="list-style-type: none"> • Chairing meetings; • representing the Chamber to external organisations; • being an ex-officio member of any Chamber Sub-Committees; and • where necessary or expedient, in matters of an urgent nature, and in conjunction with the Vice-Presidents and/or the Secretary, conjointly take such action or issue such directions as in the circumstances are reasonable.
Vice-President	In the absence of the President, the Vice-Presidents, in order, may act in the execution of the President's duties or responsibilities
Secretary	<p>The duties of the Secretary include:</p> <ul style="list-style-type: none"> • the preparation and maintenance of the register of members; • attendance at all meetings of the Chamber and of the Committee; • the safe custody of records and minutes thereof, and the receipt of all matters relating to such meetings; • the preparation of business for consideration at such meetings; • the conduct of correspondence arising from and the execution of decisions of such meetings; • processing all correspondence relevant to the Chamber's activities, and maintaining records thereof; • responsibility for the custody and safe-keeping of all books, documents, records and papers; • ensuring that Minutes of Chamber and Committee proceedings are available for inspection by any member of the Chamber and Committee respectively at all convenient times; • attend to any matter considered by the Secretary to be routine and which falls within an established policy of the Chamber; and • such other matters as may from time to time be delegated by the Committee.
Minute Secretary	<p>If appointed separately to the Secretary, the duties of the Minute Secretary include:</p> <ul style="list-style-type: none"> • attendance at all meetings of the Chamber and of the Committee; • the safe custody of records and minutes thereof; • the preparation of business for consideration at such meetings; and • the dissemination of information pertaining to those meetings.
Treasurer	<p>Duties of the Treasurer include:</p> <ul style="list-style-type: none"> • collect all money due to the Chamber and make all payments authorised by the Chamber; • prepare and maintain up to date and correct books of account as may be necessary to constitute a true and fair record of the financial position and operations of the Chamber; and • present financial statements as and when required by the Committee; and place before each Annual General Meeting a Balance Sheet for the financial year immediately preceding the date of the meeting and a Profit and Loss Account for the financial year then ended.
Public Relations Officer	<p>The duties of the Public Relations Officer (PRO) include:</p> <ul style="list-style-type: none"> • develop press articles on behalf of the Chamber, pertaining to Chamber activities and achievements; • develop and produce newsletters and other publications for dissemination to members and the public; and • arrange functions to showcase Chamber activities and areas of involvement.
Public Officer	<p>The Public Officer is responsible for:</p> <ul style="list-style-type: none"> • timely submission of all relevant Chamber documentation to the Department of Fair Trading; and • general over-sight of the Chamber's adherence to its Statement of Objects and Rules. <p>The Public Officer need not be a member of the Committee, or of the Chamber, but must be a resident of the immediate Urunga Mylestom area.</p>
Committee and Sub-Committee Members	<p>Duties, responsibilities and activities of a Committee Member (including those for the Membership Member) are specified by the Committee as a whole.</p> <p>Duties, responsibilities and activities of a Sub-Committee Member are specified by the Committee <i>in the process of appointment of that sub-Committee.</i></p>