

Tumbulgum Community Association (TCA) Inc.

COMMITTEE POSITIONS

Our committee is responsible for management of the TCA. It works together to advocate for and promote the wellbeing of our community. A role on the committee offers an opportunity to learn about our community, share and learn new skills.

Nominations should be received by the Secretary at least 7 days prior to the Annual General Meeting.

OVERVIEW OF DUTIES AND RESPONSIBILITIES OF COMMITTEE POSITIONS

President

Provide leadership and inspiration

Maintain a good working relationship with the committee and all Association members.

Has responsibility for agendas and convening meetings including general monthly meetings and committee meetings.

Chair general and committee meetings.

Needs good communication and interpersonal skills.

Vice President

To assist and work closely with President and committee.

Stand in for President when required.

Needs good communication and interpersonal skills.

Secretary

Ensure the Association meets record keeping obligations in terms of minutes of General and Committee meetings.

Responsible for taking accurate minutes and timely distribution of General and Committee meetings.

Responsible for the Association's correspondence.

Requires good organisational and writing skills

Treasurer

Ensure accurate books are maintained and reconciled.

Responsible for preparation and presentation of monthly financial reports and of the annual financial report, including summary of accounts for annual submission to the Office of Fair Trading.

Responsible for the prompt receipting and banking of monies received and payment of Association accounts.

Must have good knowledge of book keeping and maintaining records electronically.

Committee members - Currently three (3) Positions

Non-office bearer positions on Committee. These positions exist to give a broader opinion base representing the general membership and to assist in the running of the association.

Some specific tasks allocated to committee member/s include, as examples:

- Meet and greet of members at meetings;
- Assist with projects;
- Managing the hall.

All Committee Members

Promote and assist with projects and activities of the Association.

Encourage the involvement of the Tumbulgum community in local activities

Tumbulgum Community Association (TCA) Inc.

2023/4 COMMITTEE NOMINATION FORM

Nominations addressed to:

**The Secretary
Tumbulgum Community Association Inc.,
PO Box 19
TUMBULGUM NSW 2490**

Date ___/___/___

Dear Secretary,

We the undersigned members* hereby wish to nominate _____
*(name of nominee *)*

as an office bearer/ordinary member of the committee of Tumbulgum Community Association Inc.

*(nominated position**)*

Member's Name * _____ Signature _____ -

Member's Name * _____ Signature _____

I _____ advise that, if elected,
(nominee)

I am willing to accept the above position as an office-bearer/ordinary member of the committee of Tumbulgum Community Association Inc. and will be committed to attend meetings as set down by the Association.

Nominee's Signature _____

* Only current financial members may nominate and/or accept nomination for a committee position

** Committee consists of Office – bearers: President, Vice-President, Treasurer, Secretary and three ordinary Committee Members.