



# Election of Members of Executive Committee for 2021/2022

## Nomination Form

### SECTION 1: To be completed by Mover and Secunder (*must be current financial members*)

I hereby nominate: \_\_\_\_\_

For the position of: \_\_\_\_\_

Moved: \_\_\_\_\_

Secundered: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

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### SECTION 2: To be completed by Nominee

**I am / am not willing to accept this nomination**

(please circle)

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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Please forward completed Nomination Form to:

**Attn: The Secretary**  
**Redlands Coast Chamber of Commerce**  
PO Box 538  
Capalaba Qld 4163  
[admin@redlandcitychamber.org.au](mailto:admin@redlandcitychamber.org.au)

Nominations must be received by: midnight, *Friday 6<sup>th</sup> August 2021*

***Please note: Nominations will be accepted from the floor at the Annual General Meeting if insufficient prior nominations.***

Executive / Management Committee				Support Officer
President	Vice President x3	Treasurer	Secretary	(not on executive)

RCCC Sub Committees – 2021/2022				
<b>Championing Redlands Coast (CRC)</b>	<b>Business Breakfast Series (BB)</b>	<b>Redland Women in Business (RWIB)</b>	<b>Business Excellence Awards (BEA)</b>	<b>Workshop Series</b>
Regional Jobs Committee Industry Partnerships	Liaise with government and external stakeholders	Advocacy Networking	Organise Awards and Gala Dinner	Online and in-person events Skills connection

Management Committee						
President	Vice President	Treasurer	Secretary	Committee	Book Keeper	Support Officer
Official spokesperson	Spokesperson (in absence of President)	Oversee book keeping	Oversee member register maintained by Executive Officer	Seek nominations for executive (Jan - Aug)	Conduct daily book keeping	Admin & Customer Service
Chair monthly meetings	Chair monthly meetings (in absence of President)	Financial Reports	Nominations for management committee	AGM (Aug/Sept)	Invoicing	Sponsor & Member management & onboarding
Vision, guidance and leadership	Vision, guidance and leadership (in absence of President)	Budget	Call special general meetings	Monthly executive committee meetings	Remittance and processing of payments	Create / manage events including commercial agreements
Networking	Networking	Maintain bank accounts including changing bank signatories as required	Receive incorporated association correspondence	Networking	Reporting	Maintain website, social media and event management software
+ Plus work conducted on at least one subcommittee	+ Plus work conducted on at least one subcommittee	Annual Audit & Yearly reports to members at AGM	Advise executive committee about legal obligations and help meet them	+ Plus work conducted on at least one subcommittee		Prepare and circulate agendas and minutes
		Networking	Networking			
			+ Plus work conducted on at least one subcommittee			



## **Responsibilities of management committee member**

The management committee is responsible for managing the affairs of an incorporated association and has several responsibilities under the law. An incorporated association management committee must:

- Control the business and operations of the incorporated association
- Ensure the incorporated association complies with its rules on calling and holding meetings
- Ensure the minutes of all committee and general meetings are kept
- Ensure an appropriate Secretary is elected or appointed
- Ensure a copy of the incorporated association's rules is available to all members
- Notify Fair Trading within one month of changes of office bearers
- Ensure proper accounting records are kept
- Ensure the financial affairs are audited or verified annually
- Ensure that an AGM is held within three months of incorporated association's financial year
- Ensure the audited or verified financial statements are submitted to members at the AGM
- Lodge an annual return using the form your incorporated association is sent by Fair Trading

In addition, members of the committee should:

- Be aware of the duties of the Secretary and ensure they are properly carried out
- Use reasonable care and skill in the performance of their duties
- Act in good faith
- Advise the committee of any conflict that may arise between their own interests and the interests of the incorporated association (eg advise if any incorporated association activities might result in a financial gain to themselves)
- Ensure any documents addressed to the incorporated association are brought to the attention of the committee as soon as practicable after receipt
- Ensure documents provided to Fair Trading or submitted to members do not contain or omit anything that make it false or misleading.

## **Accountability of the management committee**

One of the advantages of being incorporated is that personal liability is limited. However, management committee members still have a duty to the incorporated association. This means they may be held accountable if they:

- Deliberately fail to act in the best interests of the incorporated association
- Abuse their powers as committee members
- Fail to avoid conflict of interests
- Fail to exercise due care, skill and diligence.