

# Election of Members of Executive Committee 2022/2023

## Nomination Form

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

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

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

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

Seconded: \_\_\_\_\_

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

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

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

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

---

SECTION 2: To be completed by Nominee

I accept this nomination:

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

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

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

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

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

---

*Please forward completed Nomination Form to:*

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

*Nominations must be received by 5:00pm, Monday 8<sup>th</sup> August 2022*

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

## Executive Committee

### President

- Official spokesperson
- Chair monthly meetings
- Vision, guidance and leadership
- Networking
- Plus work conducted on at least one subcommittee

### Vice President (x3)

- Duties of President (in absence of President)
- Networking
- Plus work conducted on at least one subcommittee

### Secretary

- Oversee member register maintained by Executive Officer
- Nominations for management committee
- Call special general meetings
- Receive incorporated association correspondence
- Advise executive committee about legal obligations and help meet them
- Plus work conducted on at least one subcommittee

### Treasurer

- Oversee book keeping
- Financial Reports
- Budgets
- Maintain bank accounts including changing bank signatories as required
- Annual Audit & Yearly reports to members at AGM
- Networking
- Plus work conducted on at least one subcommittee

### Commercial Manager

- Admin & Customer Service
- Sponsor & Member management & onboarding
- Create / manage events including commercial agreements
- Maintain website, social media and event management software
- Prepare and circulate agendas and minutes

**PAID POSITION**

### Bookkeeper

- Conduct daily book keeping
- Invoicing
- Remittance and processing of payments
- Reporting

**CONTRACT POSITION**

### Admin Support

- Admin & Customer Service
- Event Management
- Debtor Management

**CONTRACT POSITION**

### General Committee member (x6)

- Seek nominations for executive (Jan - Aug)
- AGM
- Monthly executive committee meetings
- Networking
- Plus work conducted on at least one subcommittee

### RJC Admin Support

- Administer requirements of RJC funding agreement

**CONTRACT POSITION**

## Sub-Committees

Liaise with government and external stakeholders  
Online and in person events and skills connections  
Advocacy & networking

### Champion Redlands Coast

- Regional Jobs Committee
- Redlands Business Excellence Awards

### Connect Business Breakfast Series

- Bi-monthly Business Breakfast
- Bi-Monthly Interactive Breakfast Workshops

### Redlands Women in Business

- Formal and Informal networking events

## 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.