**NOMINATION FORM**

**Positions available**

Chairperson

Vice-Chairperson

Hon. Secretary

Hon. Treasurer

Committee Member (minimum of 6 Committee Members required)

**FOR**

**OFFICE BEARERS**

 **AND**

**EXECUTIVE COMMITTEE MEMBERS**

We the undersigned, being financial members of the Torbay Catchment Group, hereby nominate

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As a candidate for the position of

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**Proposer** (Name): ....................................................................

Signature: ................................................................... Date: .......................................

**Seconder** (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

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| Chair | The primary role of the Chair is to oversee the Executive Committee in its management of the affairs of TCG, and includes:* Chairing meetings;
* Where appropriate representing TCG to external organisations;
* where necessary or expedient, in matters of an urgent nature, and in conjunction with the Office Bearers, conjointly take such action or issue such directions as in the circumstances are reasonable.
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| Vice Chair | In the absence of the Chair, the Vice-Chair, may act in the execution of the Chair’s duties or responsibilities |
| Secretary | The duties of the Secretary include:* holding the register of members;
* attendance and minute taking at meetings;
* the custody of records and minutes, and the receipt of all matters relating to such.
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| Treasurer | Duties of the Treasurer include:* liaise with bookkeeper and authorise payments;
* ensure bookkeeper is preparing and maintaining 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 TCG;
* present financial statements (prepared by bookkeeper) as and when required by the Executive; and
* present to the Annual General Meeting the audited financial statement for the financial year immediately preceding.
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| Executive Committee Member | Duties, responsibilities and activities of a Committee Member includes * attendance at meetings
* input into decision making at meetings
* such other matters as may from time to time be delegated by the Committee
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