



NOMINATION FORM for POSITIONS on the COMMITTEE of MANAGEMENT 2023

Elections to be held at AGM, 18 November, 2022

Date: Friday 18th November, 2022

Venue: Zoom Meeting

Time: 10am

Positions are:

| | | | |
|---|---|---|--|
| <ul style="list-style-type: none">▪ President▪ Course Coordinator▪ Technology Manager | <ul style="list-style-type: none">▪ Vice President▪ Communications and Publicity Manager | <ul style="list-style-type: none">▪ Secretary▪ Events Coordinator▪ Database Manager | <ul style="list-style-type: none">▪ Treasurer▪ Office Manager |
|---|---|---|--|

To nominate, you must be a fully financial member of U3A Knox. Associate members are NOT eligible to nominate for positions.

I, _____

(Name) (Signature), a fully financial member of U3A Knox Inc.

nominate: _____ for the position of: _____

Seconded by _____

(Name) (Signature,) a fully financial member of U3A Knox Inc.

I, _____,

(Nominee's name - please print) (Nominee's signature)

a fully financial member of U3A Knox Inc. AGREE to be nominated for the position of:

You may wish to include below a short biography for publication before the AGM:

General position descriptions for each of these roles follow. Please ensure that you understand what is involved. You can speak to the person currently holding the role, as listed in Position column, or to any committee member.

General Responsibilities

- The committee uses email and an on-line storage repository (Office 365) for much of our work, so members need to have basic e-skills.
- We are responsible to you, the members, so the desire and ability to collaborate is important. Each committee member will work with volunteers in non-Committee positions also.
- Full Role Descriptions for each role will be posted on our website www.u3aknox.org.au

| Position | Responsible to | Activities/Responsibilities |
|---|---|--|
| President | Committee, ultimately to the membership | Provide leadership and direction for the organisation Liaise with external bodies such as U3A network |
| Vice President | President, Committee | Stand in for President Support President in providing leadership Liaise with Knox City Council |
| Secretary | President, Committee | Responsible for Government reporting, preparation of Committee & General meetings. Correspondence. |
| Treasurer | President, Committee | Manage U3A Knox funds |
| Course Coordinator | President, Committee | Approve courses and class numbers. Allocate times and spaces. |
| Communications and Publicity Manager | President, Committee | Determine: - direction needed for social media - activities to promote U3A - announcements screen in U3A building Publish periodical newsletters |
| Technology Manager | President, Committee | Plan and manage technology infrastructure |
| Events Coordinator | President, Committee | Plan and organise social activities |
| Office Manager | President, Committee | Administration of office activities Work with the office volunteer team |
| Database Manager | President, Committee | Ensure database integrity Manage any issues |

Please return this form to the Secretary, secretary@u3aknox.org.au or the Boronia Bellbird Centre, Cr Erica Ave & Genista Ave Boronia, during office hours by

By Friday 4th November

If more than one person nominates for a committee position, a vote will be held at the AGM.