

**Nomination Form**

For a position as Office Bearer on the ASLIA (WA) Committee

I accept the **Nomination** for the position of:

|  |  |
| --- | --- |
|  | President |
|  | Vice President |
|  | Treasurer |
|  | Secretary |
|  | Committee Member |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nominated by: (must be an ASLIA member)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Seconded by: (must be an ASLIA member)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This nomination form must be emailed to** [**secretary@asliawa.org**](mailto:secretary.asliawa@gmail.com) **by 5pm Friday 14 August, 2020.**

Members wishing to nominate for the committee must also provide a Police Clearance and proof of NAATI credential.



**An Outline of the Duties of the Office Bearers**

**President**

The President shall act as spokesperson for the Association and supervise the duties of the Secretary, the Treasurer and the other members of the Committee. They will chair meetings and liaise with stakeholders and other organisations as needed.

**Vice President**

That in the absence of the President, the Vice-President shall undertake all duties and functions that would normally fall to the President and that they continue to do so until the President is again able to resume their position.

**Treasurer**

The treasurer shall:

* Ensure that proper books and accounts are established and maintained according to the Act to record the financial affairs of ASLIA (WA) including all receipts and expenditure with its activities; and
* Present periodical financial reports to the Committee.

**Secretary**

The Secretary must keep proper records of:

* All appointments of office-bearers and ordinary members;
* The names of members present at Committee meetings and at General meetings; and
* All proceedings at Committee meetings and General meetings.

**Committee Member**

Committee Members shall:

* Provide ideas and input at committee meetings
* Perform such duties as required and prescribed by the Executive
* Provide support and assistance to the Office Bearers in organising, hosting and running events as needed.