

## **Committee Nominations**

As is traditional at this time of year, nomination forms are included for committee positions, and for the annual awards for outstanding merit, or demerit. It is also traditional for club members to leave their nominations until the last possible moment, if at all. Let's break with tradition and see some nominations coming in early! Fill out the form in this month's Bullsheet, and hand to a committee member at the next General Meeting!! Also, if you have a trophy from the previous year, please give it to a committee member at the may meeting so that it can be prepared for the next worthy recipient.

### **President**

Oversees the club activities  
Chairs monthly meetings  
Writes presidents report each month for magazine

Name:-

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### **Vice President**

Stands in for the president as required  
Other duties as directed

Name:-

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### **Secretary**

Collects, distributes and reports on club mail  
Writes on behalf of the club as required  
Gives official notice of AGM, extraordinary meetings and constitutional changes

Name:-

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### **Minutes Secretary**

Keeps minutes of all meetings  
Maintains club records of all meetings

Name:-

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### **Treasurer**

Makes and receives payments to and from the club  
Maintains accurate financial records  
Arranges banking  
Provides a budget as necessary

Name:-

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### **Editor**

Receives material for inclusion into the club magazine and prepares the magazine each month, arranges for printing and posting of magazine.

**Public Officer**



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

**Technical Officers**

Names:- \_\_\_\_\_

**DTU Officers**

Names:- \_\_\_\_\_

**4WDSA Reps**

Names:- \_\_\_\_\_

**Web Co-ordinator**

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

**Facebook & YouTube Co-ordinator**

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

**Auditors**

Names:- \_\_\_\_\_

**General Committee**

Assist as necessary in the organisation and running of the club

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

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

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

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

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

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

**Membership Officer**

Meets and greets new members and visitors at monthly meetings  
Maintains membership list, names and addresses of current members  
Forwards club information to anyone who inquires about the club  
Processes new membership information and passes relevant information on to other committee members

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



**Trip Co-ordinator**

Encourages new trips and trip leaders, Co-ordinates with trip leaders  
Receives information on proposed trips, Maintains trip board

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

**Advertising Liaison**

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

**Environment Officer**

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

**Volunteer Co-ordinator:**

Co-ordinate volunteer activities, advise insurance officer, contact Parks, organise passes  
and maintain tools

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

**Properties Officer**

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

