

NOMINATION FORM FOR 2024 COMMITTEE

Please insert nominations below and **return on or by 8th November**

PRESIDENT:	<i>Chairs meetings and events, delegates tasks to ensure smooth running of club.</i>
VICE PRESIDENT:	<i>Helps President and steps in when President is absent.</i>
SECRETARY:	<i>Takes minutes of committee meetings, AGMs etc and circulates minutes. Collects mail either email or post office and lists incoming & outgoing. Correspondence when required.</i>
ASSISTANT SECRETARY:	<i>Helps Secretary and steps in when Secretary is absent.</i>
TREASURER:	<i>Oversees the club's finances, (banks meeting fees and membership fees and pay bills), prepares the books of account and to report on income and expenditure at committee meetings. Annual reports have to be prepared for the AGM.</i>
ASSISTANT TREASURER:	<i>Helps Treasurer and steps in when Treasurer is absent.</i>
NEWSLETTER EDITOR:	<i>Produces the monthly newsletter and distributes.</i>
COMPETITION OFFICER:	<i>Operates the computer on club nights/events and competitions.</i>
ASSISTANT COMP. OFFICER:	<i>Operates the computer when Tech. Officer is absent.</i>
GENERAL MEMBER:	<i>(Two positions available). Helps in any capacity they can.</i>
LIBRARIAN:	<i>In charge of books & other media for members to loan (any purchases must be approved by committee).</i>
ARCHIVAL OFFICER:	<i>Collects archival images of Gympie from members and public and uploads to hard-drive supplied by club.</i>
SAUSAGE SIZZLES:	<i>Organises the sizzle roster and purchases food etc.</i>
MEDIA OFFICER:	<i>Handles all media; Facebook, news articles etc.</i>

I wish to nominate: _____

For the position/s of: _____

On the 2024 Management Committee of the Gympie Camera Club.

NOMINATED BY: _____ **Date:** _____

Name: _____ **Sign:** _____