



WIC Committee Nomination Form 2022

Positions available

- President (Executive Officer)**
- Vice President (Executive Officer)**
- Secretary (Executive Officer)**
- Treasurer (Executive Officer)**
- Ordinary Committee Member**
- Volunteer (Not a committee position, but willingness to contribute to our sub committees and/or events)**

Personal Details

Name:

Home Address:

Telephone:

Email:

Employment Details

Current Occupation:

Position:

Signature: (can be electronic)



About You	
What previous involvement have you had with WIC? ¹	
How long have you been an individual member or part of a Corporate membership of WIC? ²	
Why do you wish to become involved in WIC?	
What skills and experience can you bring to the organisation?	
What level of commitment are you willing to make to the organisation?	
WIC Members supporting your nomination	
Name (1):	
Signature ³	
Name (2):	
Signature	

¹ As a volunteer, adviser, speaker, debater or represented WIC in some way.

² At least two years membership is desirable before becoming a Committee member.

³ Electronic signatures, for example email, are acceptable



WIC Nomination Form

Purpose: This form is to be used for nomination of WIC committee officer positions and volunteers.

Form instructions:

1. Nominations will only be accepted in the format of the supplied form.
2. All sections of the form must be completed.
3. A member can nominate for more than one position, but each nomination must be on a separate properly completed form.
4. Each nomination form must bear the signature of the nominee and be supported in writing by 1 Full Member who is eligible to vote, whose signature must also be on the form. Members who support your nomination can advise of their support via email to the info@wic.org.au mailbox.
5. Nominations must be received by email in the info@wic.org.au mailbox no less than 7 days prior to the Annual General Meeting.

Officers' responsibilities and duties:

Each officer of the Association shall hold the office until the Annual General Meeting (AGM) next after the date of their appointment.

Please read the WIC Association Rules prior to completing your nomination. The Association Rules can be found on our web site at the following link: www.wic.org.au

- ❖ The President shall:
 - Chair all committee meetings and AGMs
- ❖ The Vice President shall:
 - Chair committee meetings and the AGM in the absence of the President
- ❖ The Secretary shall:
 - Record minutes of the resolutions and proceedings of each committee meeting and annual general meeting; and
 - Record and manage in their custody or under their control all books, documents, and securities of the Association.
- ❖ The Treasurer shall:
 - Collect and receive all moneys due to the Association and make payments authorised by the Association; and
 - Keep correct accounts, records and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
- ❖ Committee Members shall:
 - Chair one of WIC's sub-committees and contribute to the implementation of WIC's strategy.
- ❖ Volunteers shall:
 - Provide support to the sub-committees and/or events.

There is an expectation that Committee members will:

- ❖ be Canberra based
- ❖ attend 80% of committee meetings in person or by video conferencing link
- ❖ notify the Secretary with the reason if unable to attend the Committee meetings and
- ❖ actively contribute to WIC activities.