***Achilles Melbourne Incorporated***

**COMMITTEE NOMINATION FORM**

This form should be read in conjunction with the “Notice of Annual General Meeting” which has been sent to all members of Achilles Melbourne. Only financial members as at 30 June 2019 can nominate, be nominated, or re-stand for election. **Please email a completed copy of this Nomination Form to** [**melbourne@achillesaustralia.org.au**](mailto:melbourne@achillesaustralia.org.au)

Nominations are open for the following positions on the Achilles Melbourne Committee, 2019/2020:

* Co-Treasurer
* Social Media Liaison
* General Member

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| **YOUR NOMINATION:**  As a current financial member of Achilles Melbourne Incorporated:  I, [INSERT YOUR NAME] hereby nominate [INSERT NOMINEE NAME] for election to the position of [INSERT POSITION] for the 2019/2020 Achilles Melbourne Committee. |

**Further considerations**:

* If two or more nominations are received for the same position, the nominee will consider acting in an assistant role to the nominated position (select: Y/N)
* If [the nominee] is not elected to their preferred position, they will accept election to another role [Select Y/N]
* or accept election as a general committee member [Select Y/N]

**Elected members agree to:**

* Attend at least 4 meetings per year (meetings are held every 6-8 weeks
* Uphold responsibilities as described (see below)
* Adhere to the Rules and Code of Conduct of Achilles Melbourne Incorporated

**Please provide any additional information to the above nomination**

*(e.g. experience pertaining to the nominated position, reason for wanting to be involved, eagerness to assist Achilles Melbourne Incorporated):*

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| Insert text |

**COMMITTEE ROLES AND RESPONSIBILITIES**

The below table outlines the key responsibilities of each Committee Member. To obtain a more detailed explanation of the roles, responsibilities and the Rules that govern Achilles Melbourne please contact**:** [melbourne@achillesaustralia.org.au](mailto:melbourne@achillesaustralia.org.au)

Or visit <http://www5.austlii.edu.au/au/legis/vic/consol_reg/airr2012485/sch4.html>

In addition to the individual responsibilities, all committee members have a **shared** responsibilityin–

* Event coordination**:** Rotate organisation of key running events amongst committee members
* Fundraising**:** Rotate organisation for key fundraising activities amongst committee members

| **Role** | **Key Responsibilities** | **Reports to Committee** |
| --- | --- | --- |
| **President** | **•** Coordinate the committee  **•** Grant submissions  **•** Sponsor engagement  **•** Establish new partnerships  **•** Legal engagement  **•** Advocacy  **•** Liaise with other Achilles Chapters  **•** Support committee roles  **•** Annual reporting for CAV | **•** Every meeting |
| **Vice President** | **•** Maintain contact with BSRV  **•** Liaise with partner organisations  **•** Legal engagement | **•** Recent contact with partner organisations |
| **Treasurer** | **•** Annual reporting for CAV  **•** Issue receipts for purchase of merchandise  **•** Payment of events  **•** Track incoming/outgoing expenses  **•** Chase monies owed | **•** Funds available  **•** Recent expenses |
| **Secretary** | **•** Maintain member database  **•** Record meeting minutes  **•** Call/organise meetings  **•** Distribute minutes to committee  **•** Collate meeting agenda  **•** Annual reporting to ACNC & CAV | Number of**:**  **•** Guides/idle guides  **•** Athletes with disabilities/ idle athletes with disabilities |
| **Social Media Liaison** | **•** Social network (Instagram, Facebook)  **•** Newsletter  **•** Direct social network enquiries to volunteer coordinator | **•** Social media updates |
| **Volunteer Coordinator** | **•** Engage new volunteers  **•** Maintain volunteer list  **•** Update mailing list  **•** Orientate new members | **•** Members contacted  **•** Members engaged / attended |
| **General Member** | **•** Support Committee | **•** As required |