



Election of Members of Executive Committee for 2024/25

Nomination Form

SECTION 1: To be completed by Mover and Seconder

I hereby nominate _____

For the position of _____

Moved _____

Seconded _____

Signature _____

Signature _____

Dated _____

Dated _____

SECTION 2: To be completed by Nominee

I am/am not willing to accept this nomination

(please cross out)

Signature _____

Dated _____

Phone _____

Mobile _____

Email _____

Please forward completed Nomination Form to:

The Secretary
Greater Caboolture Chamber of Commerce
PO Box 473, Caboolture Qld 4510

By Wednesday 18 September 2024



GREATER
CABOOLTURE
 CHAMBER OF COMMERCE

Management Committee				
President	Vice President	Treasurer	Secretary	Committee
Official spokesperson	Spokesperson (in absence of President)	Bookkeeping including banking and payment of invoices	Maintain Member Register	Monthly executive committee meetings
Chair monthly meetings	Chair monthly meetings (in absence of President)	Monthly Financial Reports	Receive incorporated association correspondence	Create / manage events
Sponsor management including Sponsor acquittals	Vision, guidance and leadership (in absence of President)	Maintain bank accounts including changing bank signatories as required	Prepare and circulate agendas and minutes	Maintain website, social media and event management software
Vision, guidance and leadership	Networking	Budget	Lodge Annual Return with OFT	Seek nominations for committee
Networking		Annual audit (if required)	Nominations for management committee	Attend AGM
		Yearly reports to members at AGM	Call special general meetings	Networking
		Networking	Networking	

Responsibilities of management committee member

The management committee is responsible for managing the affairs of an incorporated association and has several responsibilities under the law. An incorporated association management committee must:

- Control the business and operations of the incorporated association
- Ensure the incorporated association complies with its rules on calling and holding meetings
- Ensure the minutes of all committee and general meetings are kept
- Ensure an appropriate Secretary is elected or appointed
- Ensure a copy of the incorporated association's rules is available to all members
- Notify Fair Trading within one month of changes of office bearers
- Ensure proper accounting records are kept
- Ensure the financial affairs are audited or verified annually
- Ensure that an AGM is held within three months of incorporated association's financial year
- Ensure the audited or verified financial statements are submitted to members at the AGM
- Lodge an annual return using the form your incorporated association is sent by Fair Trading

In addition, members of the committee should:

- Be aware of the duties of the Secretary and ensure they are properly carried out
- Use reasonable care and skill in the performance of their duties
- Act in good faith
- Advise the committee of any conflict that may arise between their own interests and the interests of the incorporated association (eg advise if any incorporated association activities might result in a financial gain to themselves or another organisation they participate in)
- Ensure any documents addressed to the incorporated association are brought to the attention of the committee as soon as practicable after receipt
- Ensure documents provided to Fair Trading or submitted to members do not contain or omit anything that make it false or misleading.

Accountability of the management committee

One of the advantages of being incorporated is that personal liability is limited. However, management committee members still have a duty to the incorporated association. This means they may be held accountable if they:

- Deliberately fail to act in the best interests of the incorporated association
- Abuse their powers as committee members
- Fail to avoid conflict of interests
- Fail to exercise due care, skill and diligence.