



## NOMINATION FORM FOR THE ELECTION OF OFFICE BEARERS FOR 2022

Parent bodies exist as the closest link between the community and the school. Emmanuel Anglican College welcomes the involvement and support of parents and carers within the College and FRIENDS is a way to become involved in the College community.

FRIENDS meets each month to discuss issues, organise fundraising activities, working bees, social events and to contribute to the College community.

Come along to our meetings and become involved in your child's schooling. 2021 was an outstanding year for FRIENDS and we look forward to a fun filled partnership with the families and staff of EAC in 2022.

All FRIENDS Office Bearer positions will be declared vacant at our AGM on **Tuesday 7 June 2022**.

Nominations are sought for the following positions and a summary of duties are listed over the page:

- President
- Vice President
- Treasurer
- Secretary
- Committee Member (10 required)

Nominations for the abovementioned positions are requested prior to the AGM and nominations must be:

- signed by both the nominee and the proposer; and
- received by the Secretary no later than 3pm on Tuesday 31 May 2022.

Nominations will only be accepted at the AGM if there are insufficient nominations. Where a position receives more than one nomination, an election will be held.

The FRIENDS AGM is your opportunity to have a say about how FRIENDS is run and its future direction. If you believe the current Committee is doing a good job, come along and support those who are standing for re-election. If you would like to contribute to FRIENDS in some way, or you believe it is time for a change, please think about nominating for a position, or at least attend the AGM and support those who choose to stand for election.

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### FRIENDS OFFICE BEARER NOMINATION FORM 2022

Position: ..... Nominee: .....  
(Full Name)

Nominated By: ..... Seconded By: .....  
(Full Name) (Full Name)

I accept nomination: ..... Date: .....  
(Nominee's Signature)



## **FRIENDS OFFICE BEARER SUMMARY OF DUTIES**

### **President**

Duties: Position of leadership, representation, communication, encouragement and meeting chair.

### **Vice President**

Duties: The Vice President shall deputise for the President in his or her absence.

### **Secretary**

Duties: Conduct the correspondence and keep records of the association in accordance with decisions of the association. Take minutes of meetings.

### **Treasurer**

Duties: Maintain a record of all financial transactions and submit a statement of receipts and expenditure at the annual general meeting to be examined by a duly appointed auditor.

### **Committee Members (up to 10 members)**

Duties: To support and ratify committee decisions.