**Mount Beauty & District Men’s Shed Inc.**

Reg. *A0056978V* ABN ***#*** *74 621 137 797*

**Nomination Form**

**— 2024/25 —**

I ....................................................…………….......................................................

*being a financial member of Mount Beauty & District Men’s Shed Inc*.

Agree to be nominated for the position of ..................................................... for 2024/25

**Nominated by**: (can nominate yourself): … ………….........………………………

*(Note — is not necessary to have a seconder).*

**Signature of nominee** *(can be just typed)*

………………………………………………….. **Date**: ……………….

***Please note:***

* A candidate may only be nominated as an Officer or Ordinary Member of the Committee prior to the Annual General Meeting. Positions unfilled prior to the AGM can be nominated at the meeting.
* All candidates and signatories to this nomination form must be current financial members of *Mount Beauty & District Men’s Shed Inc.*
* If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
* The Officers are –•*President, • Vice-President, • Secretary, • Treasurer •,* ***plus***• the number of ordinary Committee members to be decided at the AGM.

***Portfolios:***

* Members nominating for positions on the Committee are **invited** to indicate a portfolio(s) that they areprepared to undertake if elected. Portfolio coordinators are to act in accordance with the committee's directions and the position descriptions. **Note** — members can also volunteer for a portfolio position. You don’t have to be on the committee.

**Please ✔or X in the relevant boxes below.**

|  |  |
| --- | --- |
| Portfolios | Portfolios |
| **Day Supervisor**On the rostered day manage activities in the workshop as per the duty statement. |  | **Health & Safety Sub-committee**Monitor Shed H&S in conjunction with Supervisors. Review procedures & policies & recommend. |  |
| **Shed** **Maintenance Officer**Oversee maintenance of the building and surrounds. Including auditing of the safety of the building and equipment. |  | **First Aid Officer**Look after supplies including the Defibrillator and the recording and reporting of incidents.  |  |
| **Project Co-ordinator**Co-ordinate members involved in projects including recording details, liaising with clients including costing & fee collection. |  | **Website Administrator**Keep the website up to date and email information to members as appropriate. |  |
| **External Fundraising Co-ordinator**Investigate & supervise fundraising Events(Garage Sales, Raffles etc). |  | **Publicity Officer**Look for opportunities to promote the Shed through all forms of media electronic or otherwise. |  |
| **Assistant Secretary**Support the Secretary and act during the Secretary’s absence |  | **Catering – BBQ’s & Shed Kitchen**Arrange monthly BBQ’s, oversee the use of the Shed kitchen, including purchase of food & cleaning items. |  |
| **Grant Applications**Be aware of needs identified by the Committee, research grant opportunities & prepare applications. |  | **Membership Secretary**Maintain the member database. |  |
| **Workshop Panel**Assess the competency of members in the use of power tools and machinery. |  | **Welfare Officer**Undertake the role in accordance with the policy and inform the Committee of issues. |  |
| **Newsletter Editor**Publish ‘Shed Torque as required. |  | **Asset Register Recorder**Maintain an electronic record of all shed assets. |  |
| **Assistant Treasurer**Support the Treasurer and act during the treasurer’s absence. |  |  |  |

✔ **or X** **tick to indicate preferences**

**Return by 5:00 pm** **Wednesday 18th September 2024** to the Secretary – **Email** to: secretary@mountbeautymensshed.org.au