

Mount Beauty & District Men's Shed Inc.

Reg. A0056978V

ABN # 74 621 137 797

Nomination Form

— 2019/20 —

I, being a financial member of *Mount Beauty & District Men's Shed Inc.*

HEREBY NOMINATE

for the position of for the year 2019/2020

Name of Proposer: Signature

Name of Seconder: Signature

I hereby consent to this nomination:
(Signature of nominee)

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 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* • Five ordinary members

Portfolios:

- Members nominating for positions on the Committee are invited to indicate a portfolio(s) that they would be prepared to undertake if elected on to the Committee. Portfolio co-ordinators are to act in accordance with the directions of the Committee and the position descriptions. The Committee may choose to also nominate an assistant to some of the Portfolios listed. Please tick 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 and policies and make recommendations..	
Project Manager – Shed Construction Oversee Shed Extension construction. Areas to consider —safety, standards & polices (working with H&S sub-committee), financial control (liaising with treasurer) & final reports.		Welfare Officer Undertake the role in accordance with the policy and inform the Committee of issues.	
Project Co-ordinator – Shed projects Co-ordinate members involved in projects including recording details. Liaise with clients including costing, invoicing & fee collection.		Website Administrator Keep the website up to date and Post information via email to members as appropriate.	
Football Gate Operation Arrange rosters, set up on the day, and acquisition of raffle prizes.		Publicity Officer Look for opportunities to promote the Shed through all forms of the media.	
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.		First Aid Officer Look after supplies and the recording and reporting of incidents.	

✓ tick to indicate preferences

Return by 5pm Wednesday 18th September 2019 to the Secretary at the Shed or mail to 2 Tennis Court Ave. Mount Beauty Vic. 3699 or email to: secretary@mountbeautymensshed.org.au

Mount Beauty & District Men's Shed

APPOINTMENT OF PROXY FORM
— 2019/20 —

I, ofbeing
(full name – please print) (residential address – please print)

a financial member of the *Mount Beauty & District Men's Shed Inc.*

HEREBY APPOINT
(please print full name and address of person appointed to hold the proxy)

.....
also being a current financial member of the *Mount Beauty & District Men's Shed Inc.*,

or

in that person's absence from the meeting, the *Chairman* of the meeting as my proxy to vote for me on my behalf at the Annual General Meeting, and at any adjournment of that meeting.

Signed:

Date:

On completion, please return the Nomination Form & Proxy Form (if appropriate) by **5pm Wed 18th Sept 2019** to:

1. The Secretary — Mount Beauty & District Men's Shed Inc. Tennis Court Ave, Mount Beauty Vic. 3699
2. By **Email** to: secretary@mountbeautymensshed.org.au
3. Hand to a committee member at the Shed Tuesday or Wednesday between 9:30 am & 3:30 pm.
4. **As a last resort** hand in at the AGM.