



Trees In Newcastle Inc. Committee Nomination Form

I wish to nominate _____ for membership to the
Trees In Newcastle Governance Committee.

For the position of (circle one): Chairperson, Treasurer, Deputy Chairperson,
 Secretary, Ordinary Committee Member

Nominated by: _____ 	Date: _____
Seconded by: _____ 	Date: _____
I understand the legal responsibility of the position and accept the nomination: _____ 	Date: _____

Roles of the Trees In Newcastle Governance Board

Chairperson

Also known as the President (see Model Constitution), the Chairperson will provide leadership and direction for the Board. They work to optimise the relationship between the Board, any paid employees, volunteers and members. Importantly, the Chairperson works to achieve Trees In Newcastle's agreed goals.

The Deputy Chairperson

Also known as the Vice-President (see Model Constitution), the Deputy Chairperson is responsible for assisting the Chairperson to fulfil their responsibilities for the governance and success of the organisation. This may mean chairing meetings at short notice. The Deputy Chair is regarded as the potential future Chairperson.

The Secretary

The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Tasks include the preparation of agendas, preparation and distribution of minutes. This position supports and is supported by the Public Officer.

The Treasurer

The Treasurer is responsible for reviewing the financial records in consultation with Trees In Newcastle's accountant and/or relevant staff members for presentation to the Committee at meetings and for presentation at Annual General Meetings.

Ordinary Committee Members

Ordinary Committee Members support the goals of the organisation, and work with all Board members to oversee and steer the direction of Trees In Newcastle.

More information can be found via the Department of Fair Trading website, Trees In Newcastle's guiding documents and the Institute of Community Directors Australia website.