

OATLEY RUGBY CLUB
MANAGEMENT COMMITTEE NOMINATION FORM

TO:
The Secretary,
Oatley Rugby & Sporting Club Inc.
PO Box 4132
Lugarno NSW 2210

I hereby nominate for the position of:

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | President | <input type="checkbox"/> | Secretary |
| <input type="checkbox"/> | Treasurer | <input type="checkbox"/> | Senior's Vice President |
| <input type="checkbox"/> | Junior's Vice President | <input type="checkbox"/> | Mini's Vice President |
| <input type="checkbox"/> | Executive Member | | |

The nominee is a financial member of the club, has agreed to the nomination and understands the commitment required from him/her in respect of the nominated position for the 2019-2020 financial year.

Proposer: Name: _____

Signature: _____

Nominee: Name: _____

Signature: _____

Brief Job Descriptions

President

Preside at all meetings except where otherwise provided. Uphold the Rules of the Club and be the chief representative of the Club at all times

Secretary

Convene all meetings of the Club or the Management Committee. Keep a register of the names and addresses of all members of the Club. Keep full records of all correspondence and record minutes of all meetings held by the Club. Prepare the Annual Report (in conjunction with the President).

Treasurer

Keep up to date financial record of the Club. Oversee all banking arrangements. Present current financial position at each committee meeting. Prepare Annual Financial Report.

Vice Presidents

Preside over Sub Committee Meetings. Ensure that the Seniors, Juniors and Mini's are functioning correctly. To represent the Club at official occasions.

Executive Member

To assist as required the President, Secretary, Treasurer and Vice President's in their duties.