**Committee of Management Member Nomination Form**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to

*(full name) (full name)*

stand for the position of **Director** *(Ordinary Member)* on the Committee of Management (CoM) of *name of organisation.*

The nominee is a *name of organisation* stakeholder in the context of:

I believe the nominee has the following skills to contribute to *name of organisation:*

Finance, accounting Management, administration

Grant writing Non-profit experience

Communications, public relations Contacts, networking

Community Representation Education

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiliations or organisations the candidate belongs to (for example, memberships, professional bodies, etc) include:

**Nominator:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_

*(full name)*

**Seconder (must be a current** *name of organisation* **member):**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_

*(full name)*

**The nominee must sign below to accept this nomination:**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept this nomination to stand for a position on the

*(full name)*

Committee of the *name of organisation* and, if elected/appointed to the Committee, agree to comply with the *name of organisation* Rules of Association, including the key Duties and Responsibilities of a Committee member to:

1. Act in the best interests of the *name of organisation,* above my own or anyone else’s interests
2. Act in good faith – honestly and with good intentions
3. Act with care and diligence
4. Declare any conflicts of interest (real, perceived or potential) to the Committee for consideration and decision
5. Not misuse information or my position on the Committee for personal gain or to the detriment of *name of organisation.*
6. Not take personal advantage of opportunities available to *name of organisation.*
7. Not to allow *name of organisation* to trade whilst insolvent
8. Not to engage in fraud or other wrongs

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_

*(full name)*

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to:**

Email: *preferred email*

Postal address: *Organisation’s PO Box*

In person: *Organisation’s physical address*

**Notes**

1. A current *name of organisation* Committee member must second all nominations.
2. Nomination Forms must be returned to *name of organisation* no later than seven (7) days prior to the Annual General Meeting (AGM).
3. Should there be more nominees than positions available on the Committee, an election will take place at the AGM.
4. Should there be less nominees than positions available on the Committee, those nominees will be appointed to the Committee at the AGM, upon approval.

**For Office Use Only:**

Date received by *name of organisation:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_