



Nomination Form

2019 Management Committee: Inkmasters Cairns Inc

Email (preferred) to: info@inkmasterscairns.com

Postal address: Inkmasters Cairns Inc. PO Box 7792 Cairns 4870

The 2018 Inkmasters Annual General Meeting will be held 6pm
Wednesday 15 May at #55 ArtSpace/Inkmasters Print Workshop
55 Greenslopes St Edge Hill Cairns 4870

Nominations for committee positions should be with the Secretary by **4pm Mon 13 May**

All members of the Committee must be financial members of Inkmasters Cairns Inc.

All nominations must be seconded and signed by the proposer, the seconder and the person nominated.

Position	Nominated Person
President	
Vice-President	
Secretary	
Treasurer	
Committee Member	

Name of nominator: Gary Wilson

Signature:

Name of nominated: Margaret Genever

I accept the nomination. Signed

(Note: Electronic signature can be pasted here to facilitate return by email.)

Committee positions

Being a committee member is about much more than simply attending meetings, although that is one of a committee member's tasks! It is an active not a passive role. Obviously, you do need to attend the majority of meetings, but you also need to be aware of what your committee does, and to work with the other members to enable business to be completed. In a not-for-profit organization like ours, committee members need to be more active and take on a specific role such as manager of a sub-committee. This does not mean that you have sole responsibility for all the tasks approved by the committee. Ordinary members have always volunteered to assist or manage an entire project, which is how we have been able to do so much for our members. All committee members should be prepared to spend a few hours a week in their roles.

Inkmasters Cairns Inc

Summary of Office-bearer and committee roles

President

Represent Inkmasters Cairns Inc publicly and generally oversees the business of the group. It is also the President's role to ensure effective communication with the Association Members and to chair General Meetings. The President is responsible for the day to day management of the business, in line with the strategy and long-term objectives approved by the Board.

Vice-President

Assist the President; in the absence of the President, temporarily carry out the duties of the position; arrange meeting schedule.

Secretary

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Management Committee. In summary, the Secretary is responsible for ensuring meetings are effectively organised and minuted, maintaining effective records and administration.

Treasurer

The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the Management Committee to safeguard the organisation's finances. In summary, the Treasurer is responsible for general financial oversight, funding, fundraising and sales and bookkeeping.

Ordinary Committee Members

Office bearers and other committee members agree to attend most meetings (one per month) and devote a small amount of time to participation and management of the activities of Inkmasters Cairns Inc. These include oversight of membership, training program, exhibitions, infrastructure/assets/maintenance, publicity.

It is anticipated that members will take on roles consistent with their experience and skills but induction, continuing support and training will be available from more experienced committee members.

Sub-committees of volunteers from the general membership will be called upon to assist with the administration of these roles. Volunteer general members have been the mainstay of the organisation since inception and many have benefited from the training and skills acquired, as well as contributing to the development and sustainability of Inkmasters.

Sponsorship and fundraising are the responsibility of the entire committee.