



contact@agmc.org.au  
www.agmc.org.au  
ABN – 77 475 631 917

AGMC INC.  
ANNUAL GENERAL MEETING 2019  
NOMINATION FORM

I (name),  
.....

of (address),  
.....

being a financial member of AGMC Inc., nominate for a position on the  
AGMC Inc Committee. My Nomination is supported by another financial  
member of the AGMC Inc. I understand and have read the Code of  
Conduct for Committee Members. I understand that at the first  
Committee Meeting following the AGM, positions will be elected.

*Please read all documents related to the above before submitting your nomination.*

*The documents can be found on the AGMC Inc. web site. Submitting your nomination  
confirms you have read all documents referred to in this form.*

Candidate summary- please describe what skills you will bring to the  
Committee (50 words max):

.....  
.....  
.....

Signed: ..... Name of nominator:.....

Date: ..... Signature of nominator:.....

## **What is expected of a Committee / Board Member?**

AGMC Inc. is an incorporated body. Committee members are therefore viewed as directors and accordingly have a legal responsibility to act in the best interests of the organisation.

Our community is blessed with many talented people. We hope to secure the support of a close-knit team who is able to:

- **Give time to the organisation.** We ask for a 12 month commitment. This includes attending meetings – currently once every 6 weeks on a Wed night, attending an annual planning meeting, organizing at least 1 event per year and assisting with some of the other events. Attendance can be virtual – e.g. Skype or teleconference.
- **Represent the diverse views of members.** (Not just their personal views).
- **Approve short and long-term strategies**
- **Manage budgets and expenditure**
- **Source funding**
- **Build the membership base**
- **Engage with the constituent community and the wider community**
- **Determine, review and maintain the vision, purpose and values of the organisation**

This is not an exhaustive list but it seeks to highlight that above all a director ***must be able to commit the time needed to fulfil the functions of office***. Individuals within the Committee may



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have specific duties as a result of their portfolio. For example, the Secretary will draft agendas and minutes, the Treasurer will present a financial summary at each meeting outlining income and expenditure.