

NOMINATION FORM FOR CCJMCC Inc COMMITTEE 2018

Insert your name or the name of the people you would like to nominate for the various 2018 CCJMCC Committee and Sub Committee positions. (Please ensure they are aware that you have nominated them). Nominees will be called prior to the meeting; they must be present to accept the nomination at the meeting.

Send your nomination form to: **The Secretary, CCJMCC**, email to: nicdorratt@live.com.au

Nomination form submitted by: _____

Nomination form seconded by: _____

PRESIDENT	VICE-PRESIDENT	TREASURER	SECRETARY
Nominee:	Nominee:	Nominee:	Nominee:
ASSISTANT SECRETARY	2 MNSW Delegates	CLERK OF THE COURSE	ASSISTANT CLERK
Nominee:	Nominee: 1. 2.	Nominee:	Nominee
POINTS RECORDER	SPEEDWAY	TRACK MAINTENANCE	RAFFLES
Nominee:	Nominee:	Nominee:	Nominee:
NEWSLETTER	CANTEEN	NOMINATIONS CLOSE LAST MAIL: Thursday 16th November 2017 to nicdorratt@live.com.au	
Nominee:	Nominee:		

Nominees will be contacted prior to the AGM to confirm their acceptance of the nomination.

All nominations will be posted on the website Friday 17th November 2017.

For more information about the roles please refer to the position descriptions on the website.

DUTIES OF OFFICERS

as per Central Coast Junior Motorcycle Club Inc. Constitution

- (a) **The President** shall, when possible, direct the Club's meetings as Chairman and will conduct such meetings according to the Constitution and By-Laws of the Club. The President will at all times provide counsel for the guidance of the officers of the Club.
- (b) **The Vic-President** will assist the President in the performance of his duties.
- (c) **The Secretary** will attend to all correspondence, receive all monies and pay them into the hands of the Treasurer and carry out the requirements of his office.
- (d) **The Treasurer** shall attend to all the financial business of the Club. Keep a detailed account of all monies received and paid out during their tenure of office, and bank all monies in the Club's authorised banking account within seven days of receipt thereof. In no circumstances dispose of any of the funds to any member, cause or purpose whatsoever except when authorised by the meeting constituted by those rules. Keep their books to date and be ready at all times to lay before or hand over to the General Meeting any book, receipt or account on demand. Prepare a balance sheet for the Annual General Meeting.
- (e) **The Assistant Secretary** shall assist the Secretary in his duties, correlate the reports of the various committees and act as minute secretary during General Meetings.

All honorary officers of the Club shall be elected by the members at the Annual General Meeting by ballot and shall retire at the next Annual General Meeting following their appointments, but shall be eligible for re-election. An honorary officer shall immediately vacate his office if he be declared by vote of a General Meeting to have lost the confidence of the members. The members in General Meeting from time to time may fill any positions becoming vacant. Non member who is absent from the General Meeting can be elected to any office at that meeting. An honorary officer shall vacate his office if he absents himself from three consecutive General Meetings, without leave of absence.