



Highlands Theatre Group Inc.

PO Box 220, Bowral NSW 2576

admin@htg.org.au

Nomination Form – Committee Member

Committee Year: _____

Name of Nominee: _____
Signature: _____
Position Nominated For: _____
Proposer: _____
Signature: _____
Seconder: _____
Signature: _____

Post this completed Nomination to:

Secretary Highlands Theatre Group Po Box 220, Bowral NSW 2576.

Alternatively, send an email to secretary@htg.org.au

All Nominations must be received no later than seven (7) days prior to the Annual General Meeting. Positions available for nomination are: President, Vice President, Secretary, Treasurer, Public Officer, and General Committee Member

The duties of the Committee Members are:

- Determine the vision and purpose of the Association. It is the Committee’s responsibility to create and review a vision statement and purpose that articulates the Association’s goals, means and primary constitutions served; and
- Ensure effective planning. Committee Members must actively participate in an overall planning process and assist in implementing and monitoring the plan’s goals; and
- Monitor, and strengthen programs and services. Committee Members are responsible to determine, in the planning process, which programs are consistent with the Association’s vision and monitor the effectiveness; and
- Ensure adequate financial resources. One of the Committee’s foremost responsibilities is to secure adequate resources for the Association to fulfill its vision; and
- Protect assets and provide proper financial oversight. The Committee must assist in developing the annual budget and ensuring that proper financial controls are in place; and
- Build a competent Committee. All Committee Members have a responsibility to articulate prerequisites for candidates, orientate new Members, and periodically and comprehensively evaluate their own performance;
- Ensure legal and ethical integrity. Committee Members are ultimately responsible for adherence to legal standards and ethical norms; and
- Enhance the Association’s public standing. Committee Members should clearly articulate the Association’s vision, accomplishments and goals to their partners, Members and public and garner support from the community.

Date Received _____
Date is seven or more days prior to AGM? Yes/No
Member is Full Member Yes/No