



Airedale Terrier Club of Victoria Inc. 0017566A
(Dedicated to the Welfare and Promotion of the Airedale Terrier)

Nomination form for Office Bearers and Committee Members 2019

All nominations must be in the hands of the Secretary of the Club,
 Cathy Raven PO Box 46 **Cranbourne MDC Vic 3977 OR EMAIL TO**
airedaleterrierclub.vic+secretary@gmail.com no later than December 22 2018

Late nominations will not be accepted. All nominations must be signed by the Nominee and the Nominator each of whom is a financial member of the Airedale Terrier Club of Victoria Inc.

POSITION	NOMINEE (sign & print name) & VCA Number	NOMINATOR (sign & print name) & VCA Number
PRESIDENT		
VICE-PRESIDENT		
SECRETARY		
ASST. SECRETARY		
TREASURER		
AIREDALER EDITOR		
COMMITTEE		
COMMITTEE		
COMMITTEE		
COMMITTEE		

Please note: if one person holds 2 or more positions, then the remaining positions are filled as General Committee to a maximum of 10.

All members are reminded of the following rules:

VCA Rule: All Office Bearers and Committee members must be financial members of affiliated Clubs and while holding office must be financial members of the VCA.

ATCV rule: All Office Bearers and Committee members must be financial members of the ATCV Inc. Only one member of a Dual Membership is entitled to hold office or vote. *(A member must have been a financial member for at least 3 months of the previous financial year to be eligible to nominate for a position on Committee).*

Section 44(e)/53(1) of the ATCV constitution; subject to section 23 of the Act, the Committee shall consist of -:
 (a) the officers of the Club; and (b) 4 ordinary members – each of whom shall be members of the VCA and shall be elected at the Annual General Meeting of the Club in each year.

Submitting Member's signature: Date:

Submitting Member's name (please print):

Position Descriptions for Committee positions of the Airedale Terrier Club of Victoria Inc.

President: The President shall be the figurehead of the Club. They shall act as Chairperson at meetings and be the public face and spokesperson of the Club as necessary.

Vice President: To fill the President's role when he/she is unable to do so and to take the chair at meetings if the President is absent or stands aside from that role.

Secretary: The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association. Under the Act, the secretary of an incorporated association is responsible for lodging documents of the association with the Registrar.

- (2) The Secretary must— (a) maintain the register of members in accordance with rule 18; and (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and (d) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

Public Officer: Clause 29 (1) The Public Officer shall: a. notify the Registrar of his appointment within 14 days; b. notify his changes of address within 14 days; c. notify alterations to the statement of purposes or rules within one month – s 22(2); d. make application for approval of name, if any, within the prescribed time – s. 13; e. lodge with the registrar the documents required by s. 30 (4) in respect of the Annual General Meeting within one month of the date of the meeting or such further period as the registrar may allow s. 30 (4); f. produce any book to the Registrar or his authorised Officer on being required to do so – s. 47 (5); g. Tell the Registrar or his authorised Officer where a book is at the time the request is made – s. 47 (6); h. not hinder or obstruct the Registrar or his authorised Officer whilst he is exercising powers of inspection; and i. ensure that the incorporated Club complies with its obligation to lodge with the Registrar particulars of Trusts within 14 days of becoming a trustee of that Trust.

Treasurer: (1) The Treasurer must— (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and (d) ensure cheques are signed by at least 2 committee members. (2) The Treasurer must— (a) ensure that the financial records of the Association are kept in accordance with the Act; and (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association. (3) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association

Assistant Secretary: The Assistant Secretary shall assist the Secretary in whatever way is appropriate and necessary.

Airedaler Editor: The Editor of the Airedaler shall be responsible for producing the magazine of the ATCV Inc. (The Airedaler) four times each year. The Editor shall coordinate an Editorial Committee if one exists.

General Committee: The role of the Committee member is one of support as required in the running of Club functions and matters. Committee members are expected to attend Committee meetings when called and will be required to organise and/or assist in the running of Club functions in order to lessen the load on the other Office Bearers.