



# FRIENDS OF EAC

## OFFICE BEARER NOMINATION

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Friends of EAC is an integral part of our College community and works in partnership with the College leadership team, local businesses and community groups. All parents and carers are welcome to attend the Friends of EAC Committee Meetings held throughout each Term and to take up formal membership.

As a member, you are entitled to raise issues and vote at meetings – it keeps you informed, gives you a voice and provides an opportunity to work with the Principal and the College community in a productive partnership to achieve the best possible outcomes for students.

Your contribution to the Friends of EAC can be as large or small as you can manage. Your ongoing support is invaluable.

All Friends of EAC Office Bearer positions will be declared vacant at our Annual General Meeting (AGM) on Tuesday 7 May 2024. Nominations are sought for the following positions and a summary of duties are listed over the page.

- President
- Vice President
- Treasurer
- Secretary
- Committee Members

Nominations must be signed by the nominee and handed to the Secretary at the AGM. Where a position receives more than one nomination, an election will be held.

The Friends AGM is your opportunity to have a say about how Friends is run and its future direction. If you believe the current Committee is doing a good job, come along and support those who are standing for re-election. If you would like to contribute to Friends in some way, or you believe it is time for a change, please think about nominating for a position or attend the AGM and support those who standing for election.

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### FRIENDS OFFICE BEARER NOMINATION FORM 2024

Position: ..... Nominee: .....  
(Full Name)

Nominated By: ..... Seconded By: .....  
(Full Name) (Full Name)

I accept nomination: ..... Date: .....  
(Nominee's Signature)

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## FRIENDS OFFICE BEARER SUMMARY OF DUTIES

### **President**

Duties: Position of leadership, representation, communication, encouragement and meeting chair.

### **Vice President**

Duties: The Vice President shall deputise for the President in his or her absence.

### **Secretary**

Duties: Conduct the correspondence and keep records of the association in accordance with decisions of the association. Take minutes of meetings.

### **Treasurer**

Duties: Maintain a record of all financial transactions and submit a statement of receipts and expenditure at the annual general meeting to be examined by a duly appointed auditor.

### **Committee Members (up to 10 members)**

Duties: To support and ratify committee decisions.

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