

U3A KNOX INC. ANNUAL GENERAL MEETING 2012

Date: Friday 17th February, 2012

Venue: Multi-purpose room, Parkhills, Park Boulevard, Ferntree Gully

Time: ... 10.00 am

Annual Election for Executive and General Committee Positions.

Only fully financial members may nominate. Associate members are NOT eligible.

Positions: President * Secretary * Course Coordinator *
 Vice President Treasurer * General committee

I being a fully financial
(NAME) (SIGNATURE) member of U3A Knox Inc.

NOMINATE:

for the position of

Seconded by being a fully financial member of U3A Knox Inc.

I being a fully financial member of U3A Knox Inc,
(Nominee's signature)

AGREE to be nominated for the position of

For those who are elected to the General Committee, it is expected that they will assume a position of responsibility. Positions include:

Campus Manager	Newsletter Editor *
Database Analyst *	Office Manager
Database Manager *	Publicity Officer *
Events Coordinator *	Volunteers Coordinator *
Maintenance Manager	Webmaster *

*Portfolios marked with an * need computer literacy.*

If you are nominating for the Committee, there is a booklet in the library and the office detailing the duties of each Executive Position and General Committee position. Please read this booklet CAREFULLY before you commit yourself, and speak with the current holder of the position, so you are fully aware of the responsibilities of the position for which you are nominating.

You need to have a personal email address so that you can participate in discussions when issues might need to be dealt with between meetings.

Every committee member MUST accept a meaningful role. This is a large volunteer organisation and the workload must be spread over the whole committee.

Please return to the Secretary, U3A Knox Inc., Park Boulevard, Ferntree Gully,
by Friday 10th February, 2012.

*A ballot may be called at the AGM if there is more than one nomination for an Executive position,
or any General Committee position.*