

Nepean Art Society Inc.
Notice of Annual General Meeting and Committee Nomination Form
to be held at 7.00pm on Monday 14th March 2011

Post to: The Secretary
Nepean Art Society
PO Box 146
Penrith NSW 2751

Nominations for committee positions should be with the Secretary either before Friday 10th March or on the night of the AGM 2011. All members of the Committee must be financial members of Nepean Art Society Inc.

All nominations must be seconded and signed by the proposer, the seconder and the person nominated. A member of the Committee can sign as seconder if you wish. You may self nominate.

Position	Member's Name
President	_____
Vice-President	_____
Secretary	_____
Treasurer	_____
Committee Members	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____

Name of nominator _____ Signature _____
Name of seconder _____ Signature _____
I accept the nomination signed _____

Committee positions:

All Committee positions are declared vacant at the Annual General Meeting and any financial member of Nepean Art Society Inc. is eligible to nominate for a position. Committee meetings are held at least five times per year, dates to be advised and Committee members are expected to attend.

Nepean Art Society members are also encouraged to volunteer for any of the non-Committee positions that need to be filled from time to time.

A brief description of each Committee position is set out below.

President

Chair monthly meetings and Committee Meetings represent Nepean Art Society publicly; generally oversee the business of the group; arrange demonstrations

Secretary

Take minutes at committee meetings, attend to all correspondence and maintain records.

Committee Member

Help organise extra activities, manage and coordinate one-off projects.

Vice-President

In the absence of the President; temporarily carry out the duties of the position: arrange evening meeting program

Treasurer

Manage finances and maintain financial records, supported by the Bookeeper. Arrange insurances, audit, reports to committee and general meetings