

YANGEBUP FAMILY CENTRE INC.

ABN: 11263561438

11 Dunraven Drive, Yangebup WA 6164

Postal Address: PO Box 3039, SUCCESS WA 6964

T: (08) 9417 9995 E: info@yangebupfamilycentre.org



NOMINATION FOR THE YANGEBUP FAMILY CENTRE INC MANAGEMENT COMMITTEE

Nominations are being called for election as a member of the
2020/2021 Yangebup Family Centre Management Committee.

The AGM will be held on **Tuesday 27 October from 6.45pm**

Please indicate your nomination:

Name of Nominee: _____

Address of Nominee: _____

I would like to nominate for the following position;

- | | |
|--|---|
| <input type="checkbox"/> Chairperson | <input type="checkbox"/> Deputy Chairperson |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Committee Member (minimum of 3) | |

Nomination supported by;

Name: _____ Address: _____

Please Note:

Under the Associations Incorporation Act 2015 a person is prohibited from sitting on the management committee of an incorporated association where they:

- a. In the previous five years, they have been convicted of, or imprisoned for:
 - (A) An indictable offence under the laws of any state or territory of the Commonwealth of Australia in relation to the promotion, formation or management of a body corporate,
 - (B) An offence involving fraud or dishonesty punishable by imprisonment for a period of three (3) months or more under the laws of any state or territory of the Commonwealth of Australia, or
- b. They are:
 - (A) Bankrupt, or
 - (B) Unless the person has obtained the consent of the Commissioner, a person whose affairs are under insolvency laws.
- c. Unless they have obtained the consent of the Commissioner, a person who has committed a breach of the following director's duties:
 - (A) Duty of care and diligence,
 - (B) Duty of good faith and proper purpose,
 - (C) Duty to not improperly use their position,
 - (D) Duty to ensure that the association does not incur a debt while insolvent, or
 - (E) Duty to not improperly use information gained while a committee member.

A fine of \$10,000 applies to a person to whom this section applies and who accepts an appointment to act as a member of a management committee without the leave of the Commissioner.

- You must be a member of the Yangebup Family Centre Inc to be eligible.
- Nominations will only be accepted in the format of the supplied form.
- A member can nominate for more than one committee position, but each nomination must be on a separate form.
- Each nomination form must bear the signature of the nominee.
- Nominations must be received by the Secretary – info@yangebupfamilycentre.org
- Any enquiries should be directed to the Secretary.

By signing this document, you acknowledge that you have read and understood the contents of this form and are eligible to be accepted as a committee member.

Signature: _____ Date: _____

Being on the Yangebup Family Centre Management Committee provides an excellent opportunity for you to be involved in determining the strategic direction of the Centre.

Summary of Duties from the YFC Constitution

1. Duties of the Chairperson

- 1.1. The Chairperson at any meeting shall have a casting as well as a deliberative vote.
- 1.2. The Chairperson shall ensure that the centre adheres to its goals and objectives.
- 1.3. The Chairperson shall encourage full balanced participation in meetings by all members and shall decide on matters of order.
- 1.4. The Chairperson shall act as Spokesperson unless an alternative Spokesperson has been appointed by the Committee or a General Meeting. The Spokesperson shall make statements in accordance with the previously agreed policy or in an emergency following consultation with at least two members of the Committee.

2. Duties of Deputy Chairperson

- 2.1. In the absence of the Chairperson, the Deputy Chairperson shall undertake the responsibilities of the Chairperson as set out in Rule 11.
- 2.2. Where both the Chairperson and the Deputy Chairperson are absent the members present at a properly constituted meeting may elect an acting Chairperson for the time being.

3. Duties of Treasurer

- 3.1. The Treasurer shall cause monies received to be paid into an account authorised by the Committee in the name of the Association. Payments shall be as petty cash or by cheque signed by two authorised signatories of whom there shall be no more than five appointed by the Committee.
- 3.2. The Committee shall set at the first Committee Meeting following each Annual General Meeting the upper limit of unauthorised expenditure except in the case of emergency expenditure which is necessary to protect the well being of the building and participants.
- 3.3. The Treasurer shall have custody of and be responsible for all records to be kept of all receipts and payments and other financial transactions, which records shall be available for inspection by any member:
 - 3.3.1. Comply on behalf of the Association with sections 25 and 26 of the Act with respect to the accounting records of the Association by-
 - (i) Keeping such accounting records as correctly record and explain the financial transactions and financial position of the Association;
 - (ii) Keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;
 - (iii) Keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited; and
 - (iv) Submitting to members at each annual general meeting of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year.
- 3.4. The Treasurer shall keep financial budgets and statements and shall submit a report on the finances to each Committee meeting.
- 3.5. The Treasurer shall present financial statements to the Annual General Meeting.

4. Duties of Secretary

- 4.1. The Secretary shall call meetings in accordance with the provision of the Rules of the Association.
- 4.2. The Secretary shall keep records of the business of the Association in his/her possession including the Rules and Policies of the Association, a register of minutes of meetings and of notices, a file of correspondence and records of submissions or reports made by or on behalf of the Association.
- 4.3. In the absence of the Secretary another member shall be elected minutes secretary.
- 4.4. The minutes of all Committee meetings and General Meetings and records of the Association shall be accessible at all reasonable times to all members. Any minutes, documents or records designated by the Committee as confidential shall be accessible to members on the vote of a Special General Meeting only.