

Nomination Form - VicTESOL Annual General Meeting

6 December 2018

We/I, the undersigned members of VicTESOL nominate:

_____ to the Position of: President / Vice President / Secretary / Treasurer / General Committee
(Please circle as appropriate)

The nominee must be a current individual member of VicTESOL. The nominee must be nominated by 2 eligible members (i.e. who hold a current individual or institutional membership of VicTESOL).

Full name of nominator/s	Institution (if you have an institutional membership)	Signature	Date
1.			
2.			

NOMINEE'S ENDORSEMENT

I, _____
being a current individual member of VicTESOL, consent to this nomination. I am able to answer "No" to each of the following questions*:

1. In the past 10 years have you had any insurer decline any proposal from inception or decline any claim, cancelled or refused to renew a policy or imposed special conditions?
2. In the past 10 years have you ever been declared bankrupt or involved in any form of insolvency administration and not been discharged for at least one year?
3. In the past 10 years have you been convicted or have charges pending, for any criminal offence, including arson, or involving dishonesty of any kind?

(*VicTESOL carries public liability, professional indemnity and management liability insurances. The associated duties of disclosure apply to all VicTESOL committee members. Nominees must be therefore be able to answer "No" to the above questions)

Address: _____

Telephone (private): _____

Telephone (work): _____

Email: _____

Signature: _____

Date: _____

CONFLICT OF INTEREST: A member of the VicTESOL committee or working groups who potentially has a personal or business interest that may appear to influence the objective exercise of their official VicTESOL duties, should declare that interest or potential interest at the earliest opportunity.

Please note: This form must be returned to VicTESOL in an email to victesol@victesol.vic.edu.au by 5pm on the 29th of November 2018.



Supporting English language teaching,
learning and multicultural education

Duties of Committee Members

THE EXECUTIVE

(*Note: these roles are supported by the VicTESOL Office Administrator)

The President is responsible for:

Representing and standing for VicTESOL during term of office

Presiding over Executive and Committee meetings

Promoting the aims of VicTESOL by developing contacts and liaison

Presenting a report annually to the Annual General Meeting

If the President is unable from time to time to fulfill the above roles, power to delegate those duties is vested in the Vice President and the Executive

Attending the National Conference of ACTA when feasible

The Vice President is responsible for:

Representing and standing for VicTESOL, with the President, during a term of office

Presiding over Executive and Committee meetings at the request of the President and/or when the President is unavailable

Promoting the aims of VicTESOL as Vice President by developing contacts and liaison

Assisting the President in his/her duties

Attending the National conference of ACTA where feasible

The Secretary must fulfill the statutory obligations of Incorporation under the Act and Regulations and be responsible for:

Sending out notices and agendas for meetings of VicTESOL

Acknowledging or answering correspondence as regulated by the Executive

Keeping a register of Executive and Committee Members

Taking detailed minutes of all VicTESOL meetings and arranging distribution as appropriate

Attending the National Conference of ACTA where feasible

The Honorary Treasurer shall be responsible for:

Fulfilling the statutory obligations of Incorporation under the Act and Regulations (with the Honorary Secretary)

The receipt and expenditure of all moneys of VicTESOL including payment of capitation fees for affiliate obligations to ACTA (with the assistance of the office administrator)

Ensuring that the financial records of VicTESOL are accurately maintained and available for inspection by members at the AGM and at each Executive Committee meeting

Ensuring that an annual statement of income and expenditure is prepared for distribution to members every 12 months (with the assistance of the paid book keeper/ accountant)

Presenting a Treasurer's report (based on the paid book keeper/ accountant's report) annually to the Annual General Meeting

Preparing budget estimates for income and expenditure each year

Advising the VicTESOL executive of the financial status of members (with the assistance of the office administrator and the Membership Secretary)

Attending the national Conference of ACTA where feasible

VicTESOL GENERAL COMMITTEE MEMBERS are responsible for:

Attending all scheduled committee meetings and the AGM

Providing timely input into decisions and discussions raised by the executive

Contributing expertise to the delivery of services to members, such as PD sessions, conference planning, website and the regular eBulletins and newsletter

Raising the profile of VicTESOL in the broader educational community