



**The Homeless Animal Society and Boarding Kennels Inc.
T/A Paws and Claws – Port Douglas
2018-2019 Committee Nomination Form**

I Nominate: For the position of

.....

Nominated By:

.....

Signature

Seconded By:

.....

Signature

I accept the Nomination:

.....

Signature

Please return completed form to:

PO Box 719, Port Douglas Qld 4877 or
Email: info@pawsandclaws.org.au

Nominations required by **Monday 27th November 2018**

List of Office Bearers to be Elected and Job Description

President:	Represent the Organisation, organise and chair meetings
Vice President	Assist the President and represent the Organisation in lieu of President
Secretary:	Record and distribute minutes, correspondence & Memberships
Treasurer:	Prepare financial records, collect and bank funds; pay accounts
Committee Member – Shop	Organise volunteers and operation of charity shop
Committee Member – Fundraiser	Organise fund raiser events with committee members
Committee Member –General	General assistance
Committee Member- General	General assistance