



**The Homeless Animal Society and Boarding Kennels Inc.  
T/A Paws and Claws – Port Douglas  
2019-2020 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 20th November 2019**

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   |