

**U3A Havelock North**  
**Committee Nominations for 2012**

This committee will be elected at the **Annual General Meeting** to be held on **Thursday 16th February 2012** at **10.15 a.m.** at the Havelock North Community Centre.

The Committee can have up to nine members.

*The nomination form **must be signed by all concerned** and be in the hands of the Secretary, Trish Loye, P.O.Box 8475 Havelock North, 4157 Seven (7) days before the Annual General Meeting. All signatories must be financial members of the Havelock North U3A.*

*A member can be nominated for more than one position. If elected to a position they will be withdrawn from any subsequent voting. To vote, you must be a financial member of the Havelock North U3A.*

**Positions on the Committee**

1. **President**
2. **Secretary** (A knowledge of Microsoft Word, Excel and Data bases is needed)
3. **Treasurer** ( Data bases such as Excel are used)
4. **Meetings Secretary** ( to produce and circulate Agenda and Minutes)
5. **Data Recording and Publications** ( There is a need to be conversant with computer programs such as Word, Excel and data bases)
6. **Assistant Treasurer** ( To work alongside the Treasurer in accounts and subscriptions)
7. **Functions Officer** ( To assist in the organisation of U3A Social Functions and meeting and Speakers)
8. **Newsletter Officer** ( To assist in the production and distribution of newsletters)
9. **Publicity Manager** ( To maintain the data base for leaflets, booklets & Advertising and to communicate with Libraries & Information Centres)

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**Nomination Form**

We wish to Nominate \_\_\_\_\_ for the position of \_\_\_\_\_

Proposer (Please Print) \_\_\_\_\_ Signed \_\_\_\_\_ Phone \_\_\_\_\_

Seconder (Please Print) \_\_\_\_\_ Signed \_\_\_\_\_ Phone \_\_\_\_\_

I hereby accept the nomination \_\_\_\_\_ Nominee to (Sign)

Address/Phone No. \_\_\_\_\_ Date \_\_\_\_\_

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