**LAKESIDE DRIVE COMMUNITY GARDEN**

**2018/19 Management Committee**

**Nomination Form**

I …....................................................................... (Name) wish to nominate for the position of:

Co-Chairperson (2 positions) Treasurer Secretary Public Officer

 General Committee Member (5 positions) Youth Representative

Nominated by two members of Lakeside Drive Community Garden as follows:

1. (Name) ……………………………………………… (Signed) ……………………………………………………

2. (Name) ……………………………………………… (Signed) ……………………………………………………

I would like to fulfil this position for the next 12 months because:

……………………………………………………………………………………………………………………………...

……………………………………………………………………………………………………………………………...

In addition I offer the following skills and experience:

……………………………………………………………………………………………………………………………...

……………………………………………………………………………………………………………………………...

Date: ……………………………………………………………………………….

Signed: (Nominee) ………………………………………………………………..

**Elections will take place at the Annual General Meeting on xxxx December 2018 at xxx . Return completed forms to ldcgarden@gmail.com.**

**LAKESIDE DRIVE COMMUNITY GARDEN**

**Management Committee**

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| --- | --- |
| Position  | Responsibilities |
| ALL COMMITTEE MEMBERS | * Commitment to attending at least (3 of 4) yearly committee meetings
* Become familiar with the Act and regulations made under the Act
* Respect and commitment to the LDCG Vision and Ethics
* Understanding of the LDCG constitution
* Communication resources including internet access, phone contact and basic computer skills
* Commitment to checking and answering emails on a daily basis or ASAP
* Commitment to a consensus decision making process
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| CO-CHAIRPERSON | * Chairing meetings
* Represent the organisation when required
* Coordinate preparation of the Chairperson’s Report for Annual Report
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| SECRETARY | * Coordinate the correspondence of LDCG and report on to committee
* Ensure proceedings of meetings are minutes and attendees are recorded
* Distribute minutes via email to members
* Maintain the register of members
* Custody of all books, documents, records and registers other than those required to be kept by the treasurer
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| TREASURER | * Receive all monies paid to or received by LDCG and issue receipts for monies in the name of LDCG
* Pay all moneys received into the account of LDCG
* Bank account reconciliation
* Bookkeeping and prepare statements as required
* Reporting on Project Budgets
* Ensuring all accounts are paid
* Issue receipts for monies paid to or received by LDCG
* Ensure accounting records are kept in accordance with section 41 of the Act
* Coordinate preparation of the Association’s annual statement of accounts
* Custody of all securities, books and documents of a financial nature and accounting records of LDCG
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| PUBLIC OFFICER | * Ensure documents are filed with the Commissioner of Consumer Affairs in accordance with the Act
* Keep a current copy of the Constitution
* Organise AGM within 5 months after end of financial year
* Lodge an Annual Report within one month of AGM
* Ensure all records are up to date and filed
* Notify authorities of any changes to the organisation (may be shared with other roles)
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**Job Description**