

NOMINATION FORM
WA HEALTH PROMOTING SCHOOLS ASSOCIATION Inc.



Annual General Meeting 16 APRIL 2024

Thank you for your interest in joining the WA Health Promoting Schools Association Inc. (WAHPSA) Committee. The WAHPSA Committee is comprised of organisations and individuals working in and committed to the development of school health promotion.

A role on the WAHPSA Committee will provide you with the opportunity to help shape the direction of the association as well enhancing your skills in health promotion. Roles and responsibility are varied and can be adapted to suite the skills and knowledge of individual members. **See Appendix 1.**

I _____ (*full name*) representing _____ (*organisation*) being a member of WAHPSA (Incorporated) and hereby consent to being nominated to stand for election at the Annual General Meeting for the position/positions as indicated with an "X". I declare I am eligible under rule 29.3 and 29.4 of the Constitution of the WA Health Promoting Schools Association Inc.

- PRESIDENT..... or, if not so elected, to the other position/s as indicated.
- VICE PRESIDENTor, if not so elected, to the other position/s as indicated.
- SECRETARY..... or, if not so elected, to the other position/s as indicated.
- TREASURER.....or, if not so elected, to the other position/s as indicated.
- COMMITTEE MEMBERor, if not so elected, to the other position/s as indicated.
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Signed _____ Date _____

I/we being members of WAHPSA (Incorporated) support the nomination of the above person for the position/s as indicated. (To be completed by a WAHPSA member)

Supported by _____ (*full name*) Signature _____

Date _____

Please forward to the WAHPSA President prior to the Annual General Meeting (not later than 12 April 2024).

E: wahpsa@gmail.com

Appendix 1.

WAHPSA Executive Committee Role Descriptions – 2024

President role

- Manage the WAHPSA gmail account
- Ensure the association is run according to its rules (eg: Constitution, 2015 Incorporations Act) and any other strategic plan that has been agreed to
- Coordinate and implement projects and activities in accordance with annual Operational Plan
- Represent the association at external meetings and events
- Signatory representative on behalf of WAHPSA (eg: letters of support/grant applications/WAHPSA bank account)
- Ensure all relevant information is made available to committee members
- Resolve disputes and grievances
- Chair meetings and reviewing meeting minutes
- Provide President's report at Executive & General meetings
- Support the Treasurer and Secretary to maintain custody of all paper and digital records of the association (eg: dropbox & external hard drives) and formal registers of the association (including archives).

Vice President role

- Coordinate planning and implementation of events including checking liability insurance
- Create event promotional materials (backup for Events Communications Specialist)
- Manage the WAHPSA email account (backup for President)
- Create and disseminate e-news (backup for E-news Communications Specialist)
- Implement projects and activities in accordance with annual Operational Plan

Treasurer role

- Maintain all financial records of the association including custody of all securities and documents of a financial nature
- Monitor the income and expenditure of the association
- Conduct financial transactions on behalf of the association (eg: payment of invoices on time and renewing term deposits)
- Prepare and manage the annual budget
- Ensure annual financial review is conducted prior to annual AGM as per 2015 Incorporations Act
- Prepare & present financial statements (eg: Treasurer's report) to members at the AGM
- Provide Treasurers report at Executive & General meetings
- Prepare and issue membership invoices to members renewing their membership and new financial members
- Notify Website and E-news Communication Specialists following payment of membership invoices
- Maintain financial and observer membership databases
- Represent the association on funding applications
- Develop budgets for projects in accordance with annual Operational Plan
- Implement projects and activities in accordance with annual Operational Plan

Secretary role

- Arrange annual meeting schedule
- Prepare and disseminate meeting agendas
- Maintain General meetings attendance book
- Record and disseminate minutes for Executive & General meetings
- Provide Secretary's report at Executive & General meetings
- Issue any required formal notices for meetings (eg: special resolution)

- Employ diligent record keeping of all formal letters/documents required to support committee operations
- Implement projects and activities in accordance with annual Operational Plan

E-news Communications

- Create and disseminate annual e-news schedule
- Creates and disseminates e-news
- Maintains mailchimp membership database (including adding new member email)
- Creates mailchimp templates when required (eg: to send welcome notice to new members)

Website Communications

- Adds general meeting agenda and minutes
- Maintains members program information on 'health areas' tab
- Adds news articles and event promotion pieces
- Maintains Lethal Graphic secure certificate

Events Communications

- Creates event promotional material (eg: flyers)
- Creates events on eventbrite and maintains registrations
- Organise member guest speakers and hot topics for general meetings
- Identify and book suitable venues for general meetings

Photography

- Capture photos to promote the associations events and activities
- Capture annual committee group photo