Grey Power Rotorua Inc.

Nomination form for the positions of:

President – 1 required **Vice-President – 1 required**
Secretary – 1 required **Treasurer – 1 required**
Committee Members (up to 10 required)

- **All positions are honorary.**
- **All nominees, proposers and seconders must be financial members of Grey Power Rotorua Inc. at the time of nomination.**
- **Officers and Committee members take office at the conclusion of the 2021 Annual General Meeting on Saturday, 29 May 2021.**
- **The committee meets monthly.**

I hereby nominate:

_____ **for the position of**
(Print the name of the person you wish to nominate here)

_____

Proposer: (print name) _____

Signature: _____ Membership No. _____

Seconder: (print name) _____

Signature: _____ Membership No. _____

Nominee: (print name) _____

I accept nomination for the position of _____ and declare I have read the responsibilities of the position as outlined on the reverse of this form and accept responsibility for this nomination form being correctly completed.

Signature: _____ Membership No. _____

Date: _____

Return your completed form by Friday, 22 May 2021 to:
Returning Officer
Grey Power Rotorua Inc.
P O Box 414
ROTORUA 3040

Nominations are encouraged in advance of the Annual General Meeting. However nominations for all positions may be made from the floor at the Annual General Meeting. Nomination forms will be made available at the meeting.

As part of considering a nomination please turn over and read the key responsibilities of each position and the skills required.

Nominations

The outgoing Grey Power Committee encourages interested members to nominate for the Grey Power Committee. The nomination form can be:

- **E-mailed** to you on request (e-mail greypower.rotorua@gmail.com or telephone 07 3461739, Tuesdays – Thursdays 11.00 am – 2.00 pm)
- **Printed** from our website www.greypowerrotorua.org.nz
- **Collected** from the Grey Power office, 1333 Eruera Street (behind Spotlight during office hours – see above)

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Return your completed form by Saturday, 22 May 2021 to:
Returning Officer
Grey Power Rotorua Inc.
P O Box 414
ROTORUA 3040

Or hand delivered to the Grey Power Office during office hour.

Key Responsibilities/Experience Required

President

Leadership and networking
Hands-on committee member
Commitment to and familiarity with Grey Power's policies and objectives
Meeting management/chairing
Strong communication skills
Promote Grey Power in the media and within the community.
Computer skills (e-mail, word processing, filing documents, principles of internet banking)

Vice-President

Supports and assists the President including at times of absence
Meeting management/chairing
Hands-on committee member
Commitment to and familiarity with Grey Power's policies and objectives
Member of the magazine Editorial sub-committee
Computer skills (e-mail, word processing, filing documents, principles of internet banking

Secretary

Organisational ability
Responsible for Grey Power Rotorua's administration
Handles Grey Power Rotorua's inwards/outwards communications
Preparation of agendas/Minute-taking (A separate committee member is preferred for this role)
Member of the magazine Editorial sub-committee
Good computer skills (e-mail, internet, word processing, spreadsheets)

Treasurer

Accurate practical bookkeeping, banking, accounts payable and financial record-keeping
Keyboard/data entry knowledge, e-mail, internet, spreadsheets
Monthly financial reports using Grey Power's Xero software
Monitors funds and arranges annual accounts review to meet AGM deadlines

Committee Members

Interested in and supportive of Grey Power's aims and objectives
Keen to lend a hand as part of a busy volunteer committee – a team player
Computer knowledge (e.g. internet, e-mail)
Wide range of skills/experience welcome like:
fund-raising, office administration, financial literacy, data-entry, membership record keeping, advertising sales experience, interest in local and central government politics, bright ideas about growing and expanding Grey Power Rotorua as an advocacy organisation.
Website/Facebook/Mailchimp administration