

Victorian SKILLED Group Social Club Committee Positions

Call for nomination and election of officers for Social Club Committee

An election is to be conducted for members of the Victorian SKILLED Group Social Club Committee.

The Social Club plays a key role in the life of the company. Meet your colleagues in a social setting and enjoy special social activities. All you need is the desire to work in partnership with others to help plan, organise and run events for the SKILLED Victorian Social Club.

The committee consists of social club members who hold one of the following four positions:

- President
- Vice President
- Treasurer
- Secretary

The term of office for committee members is one year until the annual general meeting next after the date of his or her election but is eligible for re-election. If the number of nominations is less than the number of vacancies, a notice to that effect and calling for further nominations will be posted.

The responsibilities of each of the committee members are:

- President's Duties
 - To attend and chair social club meetings
 - To ensure required number of club meetings are held and formally conducted
 - To liaise with the social club membership on a regular basis
 - To ensure the club asset register is current
 - To ensure all Social Club policies and procedures are adhered to
 - To ensure all club requirements are fulfilled
 - To convene a special meeting to discuss specific issues as required
 - Act as one of the cheque signatories for the social club bank account

- Vice President's Duties
 - To chair Club meetings in the absence of the President
 - To ensure all club procedures and documents are in order
 - To ensure all Club requirements are fulfilled in the absence of the President
 - To ensure action items and resolutions are implemented or carried out
 - Duties as delegated by the President
 - To maintain the club asset register
 - Act as one of the cheque signatories for the club bank account

- Secretary's Duties

- To handle inward and outward correspondence
- To arrange meetings and prepare the agenda
- To distribute the agenda to members 1 week prior to each meeting
- To prepare minutes and distribute to members within a week of a meeting
- To maintain an official minutes book
- To issue notices and other circulars
- Act as one of the cheque signatories for the club bank account

- Treasurer's Duties

- Act as one of the cheque signatories for the club bank account
- Ensure prudent financial management
- Prepare submissions for funding, financial reports budget requirements and procedures are followed as per budget guidelines

Nomination and voting forms for the vacancies on Social Club are below. If you cannot attend the AGM you may complete a Proxy Vote form (below) and send it to:

Michelle Collett

Level 15, 380 St Kilda Road

Melbourne Vic 3004

mcollett@skilled.com.au

8646 6450

APPENDIX 1

**FORM OF APPOINTMENT OF PROXY FOR MEETING OF
THE SOCIAL CLUB CONVENED UNDER RULE 7(7)**

I,.....
(name)

of
(address)

being a member of SKILLED SOCIAL CLUB (VICTORIA) INCORPORATED

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the appeal to the general meeting of the Social Club convened under rule 7(7), to be held on-

14 April 2010

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution (insert details of resolution passed under rule 7(1)).

Signed.....

Date.....

APPENDIX 2

FORM OF APPOINTMENT OF PROXY

I,
(name)

of
(address)

being a member of SKILLED SOCIAL CLUB (VICTORIA) INCORPORATED

appoint
(name of proxy holder)

of
(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the annual general meeting of the Social Club to be held on

14 April 2010

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against* the following resolution (insert details of resolution).

Signed.....

Date.....

* Delete if not applicable