

Nomination Form – RWCC Executive



Name

Email

Phone (w) (h)

Address

.....

Specific Areas of Relevant Experience (please tick)

Area	Tick	Area	Tick
Small Business Management & Planning		Project/Event management	
Strategic planning		Human resources/Staff management	
Accounting/finance/bookkeeping		Law	
Food Handling		Communications/IT	
Community relations		Governance	
Grant writing		Marketing/PR/Advertising	
Policy development		Customer Service	
Risk management/WHS		Social Media	
Working with government/s or Councils			

Formal Qualifications (optional)

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Position Description

Required

A Executive members should be:

- A team player
- Willing to commit time for regular Executive meetings, committee meetings and planning sessions as required
- Willing to participate in special events as required
- Willing to undertake training as necessary
- Well prepared for meetings, having read previous minutes and reports prior to meetings
- Prepared to listen and be thoughtful of all opinions
- Able to actively participate in the Executive's on-going evaluation and planning efforts
- Understanding of the fiscal implications of decisions taken by the Executive
- Understanding of the fiduciary implication of decisions taken by the Executive
- Committed to the future of RWCC

Responsibilities

The Executive should:

- Provide strategic leadership
- Be knowledgeable about the organisation's values
- Be an ambassador for the organisation and promote its work in the community
- Consider the social impact of its decisions
- Ensure the organisation's financial viability and sustainability
- Uphold regulatory compliance
- Develop and monitor policy
- Evaluate Executive performance

The Executive Role

- Govern the affairs on the organisation
- Develop and implement the Chamber's Strategic Plan
- Develop and oversee the management of the Chamber's annual budget
- Represent the needs of the Chamber member

Nomination Support

Please outline supporting reasons for wishing to join the Executive of RWCC:-

Conflict of Interest

Are there any real or perceived conflicts of interest that may affect your ability to undertake Executive responsibilities?

If 'yes', please outline.

Name of Chamber member nominating	
Signature of Chamber member nominating	
Name of second Chamber member nominating	
Signature of second Chamber member nominating	

Signed

Date

How to contact the Secretary

Mail PO Box 381
Waikerie SA 5330

Phone 0499 097 240

Email info@riverlandwestchamber.com.au

