

---

## APPLICATION FOR POSITION ON THE PODC COMMITTEE

---

The Annual General Meeting for Parents of Deaf Children (PODC) will be held on Friday 2nd December 2022. At this time, the committee will be elected.

PODC is overseen by a committee made up of

1. the office-bearers of the association
  - the president
  - the vice-president
  - the treasurer
  - the secretary
2. and at least 3 ordinary committee members

Nominations of candidates for election as office-bearers of the association or as ordinary committee members:

- must be made in writing, signed by 2 members of the association and accompanied by the written consent of the candidate
- must be delivered to the secretary of the association at least 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place
- if the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected
- if the number of nominations received exceeds the number of vacancies to be filled, a ballot is to be held

I hereby nominate to the Committee of PODC from the 2nd December 2022 AGM until the immediately before the next AGM.

**Nominee:** \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature \_\_\_\_\_

Proposer Name \_\_\_\_\_ Signature \_\_\_\_\_

Secunder Name \_\_\_\_\_ Signature \_\_\_\_\_

Parents of Deaf Children Inc is a community committed to safeguarding vulnerable people, especially deaf and hard of hearing children.

As such, each committee member is required to provide the following at the time of nomination:

Working With Children Check (WWCC) \_\_\_\_\_

Date of Birth \_\_\_\_\_

The names of two referees who can attest to your child-related interactions

Reference 1 name and contact details \_\_\_\_\_

Reference 2 name and contact details \_\_\_\_\_

Please email the completed nomination form to the [Secretary](mailto:info@podc.org.au) Email: info@podc.org.au

**NOTE: This form is to be received by 5.00pm on Friday 18th November 2022.**

## Job descriptions for Committee Positions

### *Committee Member – these apply to all committee members*

- Voluntary position
- Member of the Parents of Deaf Children organisation
- Committed to the Mission and Values of PODC
- Act with reasonable care and diligence, with integrity
- Responsible to assist and support the committee office bearers in carrying out their duties
- Attend committee meetings regularly

**In addition to the above, the office-bearing positions have the following responsibilities:**

### *President*

- Oversee the function of PODC including
  - Ensure the Mission and Values of the organisation are upheld
  - Chairperson of meetings
  - Financial sources and expenditure
  - Prepare report for Annual Report document
- Represent the organisation to
  - Government departments
  - Membership
  - Stakeholders

### *Vice-President*

- Responsible to assist and support the President in carrying out their duties
- Assume the role of President in the absence or incapacity of the President

## *Treasurer*

- Oversee the financial management of the organisation
- One of the authorised bank signatories for the organisation
- Organise for production of annual financial statements or reports
- Source funding for the organisation
- Create systems to identify, monitor and respond to possible fraud
- Ensure that the accounts are audited annually and prepare reports for Annual Report

## *Secretary*

- Act as custodian and uphold the legal requirements of the organisation's governing documents
- Ensure effective communication and correspondence for the operation of the organisation
- Circulate agendas, reports and approved minutes and ensure meetings are effectively organised
- Maintain minutes of meetings and ensure appropriate filing and storage
- Check agreed actions from meetings are carried out
- Prepare and compile the report for the organisation's activities for the year for the Annual General Meeting
- Check quorum is present at meetings