



**BRANCH
ANNUAL BRANCH MEETING**

NOMINATION FORM

Office Bearers and Committee Members

At the ABM all positions on the Branch Committee become vacant. All financial full Members of the Branch are eligible for nomination to the Branch Committee. All nominees require seconding by a financial Member. You may self-nominate, i.e., volunteer.

Nominations can be presented in person at the ABM, mailed or emailed [scanned as PDF only] to:

choose state Branch
HFESA
PO Box 290
LANCEFIELD VIC 3435

Email: @ergonomics.org.au
or secretariat@ergonomics.org.au

Nominations must be received no later than 5pm person at the commencement of the ABM except if presented in

I(Name)

please print

am a financial Member of the HFESA. I accept nomination for the following position/s on the Branch Committee [please tick all applicable].

- | | |
|---|--|
| <input type="checkbox"/> Branch Chairperson | <input type="checkbox"/> Branch Secretary (optional) |
| <input type="checkbox"/> Board Representative | |
| <input type="checkbox"/> PD Coordinator | <input type="checkbox"/> Committee Member [multiple] |

Member Signature: _____

Nominator /
Secunder Signature _____ *please print name*

State Branch Committee Roles

If you are interested in becoming part of the State Branch Committee and to assist you in deciding to accept nomination, we have prepared a brief outline of what's involved and explanation of the various roles. Note that each Committee can change or enhance the roles, but these are the broad functions.

What's involved

Generally, the Committee meets four times a year – October, January, March, and June. The committee can meet more times per year if required. The Committees role is to develop branch initiatives that support the HFESA Strategic Plan – this usually centres around PD events. The following outlines what is expected for each role.

Roles

Branch Chairperson

- Overall branch management
- Chair meetings and ABM
- Liaise with committee members, Board Rep, HFESA Executive, Secretariat, and branch members
- Recommend prizes

Branch Secretary

- Maintain branch records, minutes
- Convene meetings

Board Representative

- Represent Branch at Board meetings
- Fulfil Board Representative role
- Liaise with Branch Chair

PD Coordinator (if applicable)

- Assist in the identification of speakers
- Coordinate and thank speakers
- Arrange venues for PD meetings
- Prepare PD program
- State Rep on National PD Committee

Committee Member

- Help with all the above
- Contribute ideas

Eligibility

To hold a position on the Branch Committee you must be a financial member. Affiliate members can hold co-opted positions as a committee member but cannot be an office bearer.