



GOLDEN PLAINS ARTS INC.

2026 COMMITTEE NOMINATION FORM

Election of Committee Members at the Annual General Meeting

Annual General Meeting Details:

- **Date & Time:** Saturday 1 August, 2026 at 11:00am
- **Venue:** Rustic Ram Cafe, 55 Wallace St, Meredith, VIC
- **Nomination Deadline:** 11:59pm Saturday 25 July 2026 (7 days prior to the AGM per Model Rules).

Important Information for Members

- All positions will be declared vacant at the Annual General Meeting on 1 August, 2026.
- Nominations must be received no later than 11:59pm Saturday 25 July 2026.
- Nominees can nominate for more than one position; however, a separate form must be submitted for each position.
- The Nominee, Nominator, and Secunder must all be financial members of Golden Plains Arts Inc.
- Members are welcome to self-nominate for any role.
- A Proxy Form will be distributed to members on 26 July 2026 for those unable to attend in person.

1. Nomination & Position Selection

I, _____, accept nomination for the following position
(please tick one per form):

- | | | |
|------------------------------------|---|---|
| ☐ President | ☐ Vice President / Assistant Secretary | ☐ Website / Social Media Coordinator |
| ☐ Secretary | ☐ Assistant Treasurer | ☐ Events Helper (Additional Role) |
| ☐ Treasurer | ☐ Events Coordinator | ☐ General Committee Member |

2. Nominee Contact & Consent

Address: _____

Phone: _____ Email: _____

Nominee Signature: _____ Date: ____ / ____ / 2026

3. Nominator & Secunder Endorsements (Must be Financial Members)

Nominator Name: _____ Phone: _____

Nominator Signature: _____ Date: ____ / ____ / 2026

Secunder Name: _____ Phone: _____

Secunder Signature: _____ Date: ____ / ____ / 2026

How to Submit This Form

Please scan and submit this completed form via email to the GP Arts Inc. President, Heather Pickering, at **H.Pickering3216@gmail.com** no later than **11:59pm Saturday 25 July 2026**.

GP ARTS INC ROLES 2026/2027

(Adapted from Model Rules)

President

The President is responsible for providing leadership and setting the overall direction of the organisation by:

- Providing vision and leadership to support the group's purpose and objectives.
- Working with the committee to establish annual goals and priorities.
- Monitoring progress towards annual objectives and guiding the committee in decision-making.
- Ensuring the organisation operates in accordance with its constitution, policies and legal obligations.
- Fostering a positive, collaborative and welcoming culture.
- Acting as the primary spokesperson and advocate for the organisation.

Main tasks include:

- The President (or any four members of the Committee) may convene Special Committee meetings.
- Act as Chairperson for any general meetings and for any committee meetings. (If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be—in the case of a general meeting—a member elected by the other members present; or in the case of a committee meeting—a committee member elected by the other committee members present.)
- Working within the Committee guidelines, take the lead on fundraising activities to help the group fund events and other arts activities e.g. grant writing; identifying potential sponsorships

Secretary

Main tasks include:

- The Secretary is responsible for notifying members of a Special/General Meeting which has been convened.
- keep, except for the financial records referred to in rule 70, all books, documents and securities of the Association in accordance with rules 72 and 75; and
- subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and perform any other duty or function imposed on the Secretary by these Rules.
- maintain correspondence,
- lodge notice of his or her appointment with the Registrar/CAV within 14 days after the appointment.
- in the event of a disciplinary action (for example, if there is a dispute with a member) it is the responsibility of the Secretary to give written notice to the member including all of the items mentioned in Rule 19.

Vice-President / Assistant Secretary

Main tasks include:

- In the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- Help with any of the official President /Secretary duties, when needed. i.e., take minutes when the Secretary is unavailable.

Treasurer

Main tasks include:

- receive all money paid to or received by the Association and issue receipts for that money in the name of the Association.
- ensure that all money received is paid into the account of the Association within 5 working days after receipt.

- make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds.
- ensure payments are digitally authorised by at least 2 committee members.
- ensure that the financial records of the Association are kept in accordance with the Act.
- coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- ensure that at least one other committee member has access to the accounts and financial records of the Association.

Membership Manager / Assistant Treasurer

Main tasks include:

- Assist the Treasurer to maintain the financial records of the group and co-sign outgoing money.
- Keep and maintain a register of members that includes for each current member—
 - the member's name;
 - the address for notice last given by the member;
 - the date of becoming a member;
 - if the member is an associate member, a note to that effect;
 - any other information determined by the Committee such as membership fees paid or outstanding; and
 - for each former member, the date of ceasing to be a member.
- make available to members at any reasonable time and free of charge, the register of members for inspection.

Additional Roles

Events Coordinator

Main tasks include:

- Work within the GP Arts approved event calendar and allocated event budget to deliver events that meet member preferences.
- Take the lead in setting up sub-committees to organise GP Arts Inc. events like the social, skill development and exhibition events.
- Use the event planning tool to coordinate event helpers and others to organise events (planning venue setup, collecting information from artists, organising timeframes, organising budgets, speaking with media to promote the events, graphic design and proofreading skills etc.).
- Event Helpers will assist the Events Coordinator by helping to plan, organise and implement GP Arts Inc. events.

Events Assistants

Examples of tasks Event Assistants perform include:

- collecting printed materials
- distributing flyers
- following up registrations and assisting with exhibition and events e.g. booking venues, set-up/pack-up, manning information stall, ticket sales etc

Social Media / Website Coordinator

Main tasks include:

- Maintain an up-to-date website, i.e. central online location which is the core reference about GP Arts Inc. (who we are, what we do, our events, our news, member events, member news, member artist pages, membership official records and more).

- Keeping a regular presence on Facebook and Instagram by following all of our members' posts and sharing their posts officially through our own sites.
- Contacting artists to share ideas on what type of posts to create about their artwork.
- Explore monetising the website by enabling donations.
- Helping to develop benefits for members (e.g. Discounts at art supplies shops).
- Taking photos of excursions, members exhibitions, etc.

General Committee Members

- Attend and contribute to committee meetings.
- Support agreed events, projects and initiatives.
- Represent members' views and provide feedback to the Committee.