

Eastern Suburbs & Churches Table Tennis Association Inc.



AGM Tue 6 December 2016 ES&CTTA 2017 COMMITTEE NOMINATION FORM

We, the undersigned, hereby nominate

_____.

for the position of (please tick one):

President	<input type="checkbox"/>
Vice President	<input type="checkbox"/>
Secretary	<input type="checkbox"/>
Treasurer	<input type="checkbox"/>
Pennant Secretary	<input type="checkbox"/>
Committee	<input type="checkbox"/>

for the calendar year 2017

Proposed by _____.

Club: A1 / Eley Park / St Philips / Bayswater

Date/...../....

Seconded by _____.

Club: A1 / Eley Park / St Philips / Bayswater

Date/...../....

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I hereby accept nomination for the above mentioned position.

Nominee _____.

Date/...../....

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This completed nomination form must be returned to
an ES&CTTA committee member
such that it arrives there no later than 30 November 2016.

ES&CTTA Committee Roles

President:

- Overall operation of the Association
- Organise and chair the AGM, all general meetings and Committee meetings
- Public comment on behalf of the Association
- Chair AGM and report to members.
- Attend TTV Annual General Meeting
- Represent Association in council discussions regarding new venues
- Co-ordinate advertising requirements

Vice President:

- Support the President and substitute for the President as required
- Purchase trophies for presentation nights
- Purchase supper for presentation nights
- Purchase of balls and scoring books and sale to clubs
- Setting up Eley Park Hall for presentation nights and AGM
- Coordination of helpers for presentation nights and AGM
- Coordination of photographer for grand final night and production of photos

Secretary:

- Submission of treasurers report to Consumer Affairs Victoria
- ES&CTTA incorporation Fee payment
- Biennial Domain registration and the Hosting account renewals
- Keeping of records of the Association, current and historical.
- Maintaining register of membership.
- Maintaining up-to-date records for all players.
- General correspondence: TTV, other clubs
- Taking of minutes at Committee meetings

Treasurer:

- Financial control and reporting
- Co-ordination of purchasing requirements
- manual –TTV-registration fees receipt
- ES&CTTA Team fees receipt
- TTV Affiliation Fee payment

Pennant Secretary & Website:

- Coordination and communication with 3man grading sub-Committee (Fred Dellisola, Peter Gutteridge, Ian Albury)
- 3man Fixture creation (including online draft fixtures with teams)
- A1 Fixture production in ResultsVault from fixtures provided by A1 manager
- Maintaining website
- Maintaining Association use of ResultsVault, (including logins for TTV registration if and when they occur)
- Submission of scores to RatingsCentral for ranking purposes
- Notification of 3man finals, grade winners and leading players via website
- General communication with members via website or email

Committee: (A1)

- Organise and coordinate A1
- A1 results manager (ResultsVault)