

# Eastern Suburbs & Churches Table Tennis Association Inc.



## AGM Tue 4 December 2018 ES&CTTA 2019 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 2019

Proposed by \_\_\_\_\_.

Club: A1 / Eley Park / St Philips

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

Seconded by \_\_\_\_\_.

Club: A1 / Eley Park / St Philips

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

=====

I hereby accept nomination for the above mentioned position.

Nominee \_\_\_\_\_.

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

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This completed nomination form must be returned to  
the ES&CTTA secretary by Mon 3 December 2018.

## **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
- Payment of purchased items
- 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)
- 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)