



BE PART OF THE TBWN in 2011/2012,

It's fun, rewarding and an opportunity to meet great people.

This is a wonderful opportunity to help make a difference in our community – we are all about Helping Women in Business.

There must be a minimum of 4 committee meetings per year. The number of events and the type of events is at the discretion of the committee. Recent feedback has been for shorter events that are at a variety of times i.e. an hour before work; an hour after work or in the lunch break.

Executive Committee:

President: Presides over committee meetings; present opening remarks at dinner meetings, introduce speakers. Oversee general functioning and assist in setting the strategic direction of the association. Encourage the formation of steering committees for specific projects.

Vice President: assist the president with duties and the general functioning and direction of the association.

Secretary: Check mail, take minutes at committee meetings. Attend to any required organisational correspondence. Advising of meetings and activities, doing agenda's for meetings, issuing minutes.

Treasurer: Receive membership subscriptions, keep membership register (excel spreadsheet), attend to accounts payable, bank incoming monies, present financial report at committee meeting and AGM. Send accounts to auditor prior to AGM.

General Committee Members:

Guest Speaker Co-ordinator: Investigate and receive suggestions for possible guest speakers, invite and organise speakers for events and keep the committee members informed of the speaker.

Event/Venue Co-ordinator: receive and provide suggestions for suitable venues for TBWN events. Liaise with the venue and committee regarding menu, pricing and any other event requirements.

Publicity Officer: promote events through local media with the aim of increasing attendance at events, awareness of the network and our membership base. Take photo's at TBWN events or delegate to other member in your absence.

IT Officer: maintain and update website and other IT matters for the association.

Newsletter Editor: Compile updates on TBWN events, new members, useful and relevant business articles and other relevant business and community events for the TBWN ENews – currently monthly but can be bi-monthly or quarterly.

Raffle Prize Co-ordinator: organise donations of suitable prizes for events from local businesses. Sell tickets at dinner meetings or organise alternative "Meet & Greet" member to assist in your absence.

Meet and Greet: arrive 15 minutes prior to events and be ready to greet guests on arrival, assist in selling raffle tickets and telling guests where networking table is etc. Can be shared by several members throughout the year.



SUPPORT WOMEN IN BUSINESS

EXECUTIVE & GENERAL COMMITTEE NOMINATIONS 2011/2012

To: The President, Tablelands Business Womens' Network Inc.

We, the undersigned, hereby

nominate: _____

(full name in block letters)

A member (or willing to become a member prior to or at AGM), as a candidate for election to the committee for a term commencing approximately Wed 24 August 2011 for 12 months, for the position of (please tick the appropriate box or boxes).

President

Vice President

Secretary

Treasurer

IT Officer

Newsletter Editor

Guest Speaker Co-ordinator

Publicity Officer

Event/Venue Co-ordinator

Raffle Prize Co-ordinator

Meet & Greet (can be shared)

Proposer Signature: _____

Full Name (in block letters) _____

Seconder Signature: _____

Full Name (in block letters) _____

Signature of Nominee _____

Date ____/____/2011

Please email this nomination form to president@tbwn.com.au or fax to (07) 40972248

The Tablelands Business Women's Network supports women in the development of their businesses, lifestyle and communities of the Atherton Tablelands in Far North Queensland. For further information - visit our website - www.tbwn.com.au

Tablelands Business Womens' Network Inc, PO Box 1420, Atherton Q 4883.