

**Notice of Annual General Meeting
and
Committee Nomination Form**

2010 Committee : Canberra Quilters Inc.

Post to: Canberra Quilters Inc.
PO Box 3297
Weston Creek ACT 2611

The Canberra Quilters Inc. Annual General Meeting will be held in conjunction with the April evening meeting on Thursday, 8 April 2010.

Nominations for committee positions should be with the Secretary before 8 April 2010.

All members of the Committee must be financial members of Canberra Quilters Inc.

All nominations must be seconded and signed by the proposer, the seconder and the person nominated.

| Position | Nominated person | Membership No. |
|-----------------------------------|-------------------------|-----------------------|
| President | | |
| Vice-President | | |
| Secretary | | |
| Treasurer | | |
| Librarian | | |
| Workshop Coordinator | | |
| Membership Secretary | | |
| Newsletter Editor | | |
| Publicity/Sponsorship Coordinator | | |
| Exhibition Coordinator | | |
| Committee Member | | |

Name of nominator _____ Signature _____

Name of seconder _____ Signature _____

I accept the nomination signed _____

Committee positions:

All Committee positions are declared vacant at the Annual General Meeting and any financial member of Canberra Quilters Inc. is eligible to nominate for a position. Committee meetings are held on the last Thursday of the month and Committee members are expected to attend. If you are interested in nominating for any of the positions, please contact a member of the Committee.

Canberra Quilters members are also encouraged to volunteer for any of the non-Committee positions that need to be filled from time to time.

A short description of each Committee position is set out below.

President

Chair monthly meetings and Committee meetings; represent Canberra Quilters publicly; generally oversight the business of the group.

Exhibition Coordinator

Organise annual exhibition, assisted by Exhibition Secretary, Designer, Publicity Coordinator and Sales Room Coordinator.

Vice-President

In the absence of the President, temporarily carry out the duties of the position; arrange evening meeting program.

Newsletter Editor

Produce four issues annually of *Connecting Threads*.

Secretary

Take minutes at committee meetings, attend to all correspondence and maintain records.

Membership Secretary

Collect membership fees and maintain membership register.

Workshop Coordinator

Engage local and interstate tutors and arrange workshops throughout the year.

Treasurer

Manage finances and maintain financial records, supported by the Bookkeeper.

Committee Member

Help organise extra activities and manage and coordinate one-off projects.

Librarian

Purchase books, maintain computerised borrowing system.

Publicity/Sponsorship

Organise publicity for annual exhibition and liaise with sponsors for *Connecting Threads* and exhibition catalogue.