



Knox and District Toy Library Inc

Reg. No. A0016089D ABN 65 829 655 200

COMMITTEE NOMINATION/ELECTION FORM

Candidate's Name: _____

Address: _____

Phone: _____

I am interested in fulfilling the position of _____ for the Knox Toy Library committee 2012.

Knox and District Toy Library Inc. is a non-profit making incorporated body that relies solely on the intake of fees and fundraising revenue and on voluntary parental help for its continuation. We need a Committee of Management to ensure the smooth running of our group. Without a committee we will not operate.

Please write the position that you are interested in and return this form when you next attend the Toy Library, before the annual general meeting which is held on Sat 24th March 2012.

President Chairing Committee meetings, Public Officer, deals with the Knox City Council regarding grants, Delegates work load, draws up agendas.

Vice President Assists president and chairs meetings if president is unavailable. Works alongside President to discuss grants and organises working bees within the library.

Secretary Takes and prepares monthly committee meeting minutes, ensures all members access to minutes within a week of meeting. Handles all incoming and outgoing correspondence. Checks the post office box and distributes the mail in the committee pigeon holes.

- Treasurer*** Keeps accurate financial records, pays bills and coordinators wages, superannuation and prepares BAS statements. Prepare monthly and annual budget.
- Fundraising Co-Ordinator*** To organise and promote all fundraising events, submit a monthly report at committee meetings.
- Newsletter & Website Editor*** To produce a newsletter per term, which will be distributed to all parents, it involves gathering information of interest and reports from committee members, typing and preparing layout. Updating the website.
- Membership Officer*** To keep records of new and current members, and remind them when fees are due by sending reminder letter. Submitting a monthly report at meetings.
- Purchasing & Cataloguing*** To source and purchase new toys that are required by toy library. To catalogue new toys that are purchased or donated to toy library. Help distribute the toys for bagging to volunteer helpers within the library.
- Party Pack Coordinator*** To check party packs and collect feedback from members. Update or organise replacement of pieces when necessary..
- Publicity and Marketing*** To publicise the Toy Library through newspaper editorials and displays throughout the year at local public libraries, Maternal Health Care Centres and preschools.
- Additional Needs*** To promote and enhance the additional needs section of the toy library and liaise with parents and professionals. Submit a report at the monthly meeting.

The outgoing committee will provide new Committee members with all the necessary information and be available to help with any problems.