

Paws+Claws



KENNELS • PORT DOUGLAS

The Homeless Animal Society and Boarding Kennels Inc. T/A Paws and Claws – Port Douglas 2023-2024 Committee Nomination Form

I Nominate:

For the position of:

Nominees Address:

.....

Nominees Date of Birth:/...../.....

Nominated By:

Seconded By:

Nominees Acceptation:

Sign here

Please return completed form to:

PO Box 719, Port Douglas Qld 4877 or

Email: info@pawsandclaws.org.au

Nominations required by Friday 1st December 2023

List of Office Bearers to be Elected and Job Description

President:	Represent the Organisation, organise and chair meetings
Vice President	Assist the President and represent the Organisation in lieu of President
Secretary:	Record and distribute minutes, correspondence & Memberships
Treasurer:	Prepare financial records, collect and bank funds; pay accounts
Committee Member – Shop	Organise volunteers and operation of charity shop
Committee Member – Fundraiser	Organise fund raiser events with committee members
Committee Member x 5 – General	General assistance