

# Paws+Claws



KENNELS • PORT DOUGLAS

## The Homeless Animal Society and Boarding Kennels Inc. T/A Paws and Claws – Port Douglas 2024 - 2025 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](mailto:info@pawsandclaws.org.au)

**Nominations required by Friday 22nd November 2024**

### 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 – Members	Maintain database and communications with members
Committee Member x 6 – General	General assistance