



**NOMINATION FORM  
ANNUAL GENERAL MEETING OF THE ELTHAM TENNIS CLUB INC.  
FRIDAY 10 NOVEMBER 2023**

I, (print name) ..... (signature) .....

nominate (print name) .....

for the position of ..... **OR**

to be a member of the following Sub-Committee .....

Seconded by (print name) ..... (signature) .....

I, (print name) ..... accept the above nomination

(Signature) .....

**Nominations will not be accepted without the nominee signing their acceptance.**

**All nominees must have or apply for a Working With Children Check if elected.**

**Nominations must be received by the Secretary (Jason Sellars) no later than 7:30pm Wednesday 8 November 2023. Nominations can be sent by post to Eltham Tennis Club Inc, 2 Youth Road, Eltham VIC 3095 or via email to [elthamtennisclubinc@gmail.com](mailto:elthamtennisclubinc@gmail.com).**

**Late nominations will only be accepted if there are no (or insufficient in the case of sub-Committees) nominations by the due date & time.**

**ELECTED POSITIONS ARE:**

President:	overall administration & responsibility for the running of the club.
Vice-President:	to assist President.
Secretary:	attend to incoming/outgoing mail, minutes & reports, etc.
Treasurer:	banking, financial reports, budgets, accounts payable, etc.
Assistant Secretary/Membership:	membership enquiries, collect payments, maintain membership records, assist Secretary.
Junior Manager:	overall director of junior competition, assist with junior club championships, all matters junior, etc.
Court Hire Officer:	manage Book A Court system.
Publicity Officer:	responsible for web-based communication and social media, and other advertising.
Ball Officer:	purchase club balls & supply to teams as required.
Clubhouse Officer:	maintain and arrange maintenance of clubrooms.

**SUB-COMMITTEES:**

Ladies Committee	5 members, 3 are elected at AGM, 2 are nominated by General Committee. To elect 1 representative to General Committee Selection and management of women's teams and promoting women's tennis.
Selection Committee	5 members, 3 are elected at AGM, 2 are nominated by General Committee. To elect 1 representative to General Committee. Selection and management of men's & mixed teams. Assist the club coach in the running of the club championships.
Maintenance Committee	3 members to be elected. To elect 1 representative to General Committee. Oversee maintenance of courts, grounds, clubhouse and other Club facilities.
Social Committee	5 members to be elected. To elect 1 representative to General Committee. Organise and promote social activities and fundraising.