

# MINIATURE GOAT BREEDERS ASSOCIATION OF AUSTRALIA INC.

Nationally recognised Breed Association for the Australian Miniature Goat

## Committee Nomination Form 2018

I hereby nominate

\_\_\_\_\_   
 print name of member

Nominated by

\_\_\_\_\_   
 print name of member

\_\_\_\_\_   
 signature of member

Seconded by

\_\_\_\_\_   
 print name of member

\_\_\_\_\_   
 signature of member

Please put Tick →  in box

Committee Position(s):  President,  Secretary<sup>1</sup>,  Treasurer,  Committee

Nominee please select the position(s) you would be happy to fill (you may select one or more).

<sup>1</sup> Secretary must reside in QLD or within 65km of the QLD Border.

For Insurance purposes; I am / am not aware, of any circumstances or incident which I believe might give rise to any future insurance claim. (*\*provide details with this document*).

I the nominee, understand that the Miniature Goat Breeders Association of Australia Inc. holds public liability insurance to the value of \$10,000,000 at this time.

Important: By signing this form you authorise the MGBAA Inc to pass on your personal information to relevant parties and agree to be bound by the rules of the association.

Agreed by

\_\_\_\_\_   
 print name of Nominee

\_\_\_\_\_   
 signature of Nominee

\_\_\_\_\_   
 print date

**ABOUT ME:-** I have chosen to stand as an MGBA official because

Nominated Member must be **financial for current 2018 year** on submission of nomination.

You **must** submit a photograph (portrait) and a brief introduction about yourself for publication.

**Please forward completed Nomination Form by 5pm, Tuesday 24<sup>th</sup> April 2018.**

Nominations received after 5pm, Tuesday 24<sup>th</sup> April 2018, will not be accepted.

Incomplete Nomination forms will not be accepted.

Please complete this form and return to the Secretary of the **Miniature Goat Breeders Association of Australia Inc.**

**Completed forms will be accepted via EMAIL.**

Enquiries to the Secretary, [jade.holberton@bigpond.com](mailto:jade.holberton@bigpond.com)

## Committee/Officer/Representative JOB DESCRIPTION & AGREEMENT 2018

As an official of the Miniature Goat Breeders Association of Australia Inc (MGBA) I understand that my duties and responsibilities include, but are not limited to, the following:

1. I will advocate for and promote the MGBA in a positive manner at all times, including all interactions on social media.
2. I will act in good faith, maintain a professional and approachable attitude and use reasonable care and skill in the performance of my duties at all times and will request assistance from colleagues where my knowledge base is limited.
3. I will fulfil all the responsibilities stated in this job description and agreement document and will adhere to the MGBA rules, regulations and code of ethics at all times.
4. I will review relevant committee material and be prepared for active participation in committee Meetings as required.
5. I share responsibility with other MGBA Officials to ensure the fiscal stability of MGBA It is my duty to be familiar with and participate in reviewing the budget and, whenever appropriate, to oversee its proper implementation. When spending reimbursable funds, I will always seek the lowest cost figures and seek committee approval for expenditure over \$20.
6. It is my obligation to help establish long-range goals and policies and to ensure to the best of my ability that they are carried out. To this end I will familiarize myself with all current relevant issues.
7. I will read implement and adhere to the organization's Bylaws, Rules and Regulations, Code of Ethics, and other operative documents, and take responsibility to ensure that MGBA its members and associated participants adhere to them.
8. I will maintain confidentiality and not disclose information about MGBA's legitimate activities unless they are already known to the public or are of public record and will ensure that any documents addressed to the association are brought to the attention of the committee as soon as practicable after receipt.
9. I will avoid actual and apparent conflicts of interest, whether such conflict arises from a personal, professional, familial, social, business, or other relationship. If I become aware of any potential conflict of interest I will immediately disclose its existence and nature to the Committee and will remove myself from any discussions and/or votes on related matters.
10. I will participate in the activities involved in the running of the association and will seek assistance as required. I agree to familiarise myself with the premium breed database and assist with entering database information when required. I agree to respond in a timely manner to committee correspondence and advise if this is not possible.
11. I will be sent or given information I may require to adequately prepare for Committee meetings. I will receive notification of meeting dates to which I am requested to attend in a timely manner
12. I can call on any other MGBA representative/s to discuss issues, policies, goals or objectives. These individuals will respond in a straight forward manner to questions I feel are necessary to carry out my fiscal and legal duties to this organization.
13. I understand that this is an annual position that is reviewed on a regular basis and officers must retire from office at the AGM but are eligible, on nomination, for re-election / appointment at that time.
14. I understand that I may be excused or retire from this position if duties cannot be fulfilled; upon breach of rules or; as the committee or I deem necessary.
15. I will return all MGBA property / documents to the Secretary or as directed within 14 days of resigning / retiring / termination from this position.
16. Office Bearers, Officers and Representatives of the Association are in a position of trust and will do nothing to abuse that trust. They will observe good and fair business principles and practice when acting on behalf of the Association.

Printed Name: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Contact Details: Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ *Adopted: May 23, 2014*