GENCA Regional Councillors Statement of Duties

Councillors are essential members of the Region and are encouraged to actively participate for the benefit of the members for a minimum period of 12 months.

There must be a minimum of three Councillors for a Region to be recognised by the Board and to conduct its business of providing education at Regional level.

Nominees must be:
• financial at the time of nomination;
• employed in the field of Gastroenterology Nursing;
• committed to the delivery of education to the Region.

Overall responsibilities of the Councillors are to:
• attend Regional and other meetings;
• assist the Regional Manager to make suitable arrangements for Regional meetings;
• provide services on the Registration desk at meetings
• record minutes of committee meetings;
• support dedicated liaison officers in caring for new members
• ensure that receipts and expenditure are within budget;
• bank money received as per financial protocol;(should come through the office)
• assist the Regional Manager to prepare a proposed budget for the coming term for approval at the March Board meeting;
• ensure that at least one other eligible member is instructed in the duties of Councillor to enable succession planning;
• liaise with company representatives to ensure a good working relationship for meetings.

NOMINATION FOR REGIONAL COUNCILLOR (year)

I, ______________________________________________________________
Full Name - Block Letters

Being a financial member of the Gastroenterological Nurses College of Australia hereby

Nominate: __________________________________________________________

For the position of: REGIONAL COUNCILLOR - ACT NSW QLD SA TAS VIC WA
(Please circle)

__________________________________________ Date: ________________________
Signature:

I agree to this nomination

__________________________________________ Date: ________________________
Signature of Nominee

Please return this completed nomination form to the GENCA office by the 30th November in the year prior