

# LGPA NOMINATION FORM 2020/2021



GPO Box H610  
Perth WA 6841  
ABN: 14 189 764 852

I wish to be part of the Local Government Planners' Association Executive Committee for 2020/2021  
[please tick as applicable]

- President
- Vice President
- Treasurer
- Secretary
- Committee Member

Please send the completed Nomination Form to [info@planningwa.com](mailto:info@planningwa.com)

I, \_\_\_\_\_ consent to this nomination  
(Name of the Nominee)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## LGPA MEMBER CANDIDATE DETAILS

Title \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_  
Pcode \_\_\_\_\_  
oile \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## NOMINATED BY A LGPA MEMBER

Note: if you are unable to provide a nominator, the LGPA Executive can provide you with access to one.

Title \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_  
Pcode \_\_\_\_\_  
Telephone: (BH) \_\_\_\_\_ (AH) \_\_\_\_\_ Mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I, \_\_\_\_\_ nominate \_\_\_\_\_  
(Nominator LGPA member) (Nominee)

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## **General Information - General Duty Statements**

---

### **President**

- Chairs General and AGM Meetings
- Represents the Association at functions, forums and external meetings, and by delegation
- Signing of correspondence, membership confirmations and other matters
- Maintains a professional representation of the association

### **Vice President**

- Provides a supporting role to the president and represents the association in the absence of the president
- Contributes to the activities of the committee

### **Secretary**

- Collection of postage on a weekly basis
- Responds to correspondence
- Prepares agenda and records minutes of meetings
- Maintains a minute book and filing
- Updates a membership register
- Issues notices and arranges mail outs

### **Treasurer**

- Maintains bank records and accounts
- Payment of bills
- Preparations of quarterly account balances
- Mail out of yearly subscriptions
- Update of membership register in conjunction with the Secretary
- Preparation of the AGM report

### **Committee Member**

- Attendance at all general meetings
- Contributes to the agenda and activities of the committee
- Support to the Secretary to arrange functions and activities.

### **In order to assist you, LGPA would like to know a bit about yourself**

1. What experience do you have with Local Government Planning?
2. Why you would like to be in the position?
2. What qualities can you bring that makes you suitable for this position?

---

### **Unable to attend the Annual General Meeting – No Worries!**

If you are unable to be present at the Annual General Meeting, a nominated representative can make a candidate's statement for your nominated position on your behalf.