



2025 COMMITTEE - NOMINATION FORM

2024 ANNUAL MEETING – 17th December 2024

Only financial members may be nominated for committee positions. All nominations are confidential. Nominations are for a position on the General Committee, not specific roles within the committee. Specific roles will be decided by the new committee members at the first convening of the new committee in the new year.

Nominee Details

Full Name: _____ AusIMM Member Number: _____

Phone (M): _____ Phone (W): _____

Email: _____

Current Occupation: _____

(Optional) I am interested in holding the following position on the committee:

An Executive Role:

Chairperson	<input type="checkbox"/>
Treasurer	<input type="checkbox"/>
Secretary	<input type="checkbox"/>

Vice Chairperson

A Non-Executive Role:

Events Coordinator	<input type="checkbox"/>
Social Media Coordinator	<input type="checkbox"/>

Community Relations Coordinator	<input type="checkbox"/>
Other ()	<input type="checkbox"/>

A General Committee Member Role:

Signature: _____ Date: _____

Sponsor/Nominator # 1 Details

Full Name: _____ AusIMM Member Number: _____

Phone (M): _____ Phone (W): _____

Email: _____

Current Occupation: _____

Relationship to Nominee: _____

Signature: _____ Date: _____

Sponsor/Nominator # 2 Details

Full Name: _____ AusIMM Member Number: _____

Phone (M): _____ Phone (W): _____

Email: _____

Current Occupation: _____

Relationship to Nominee: _____

Signature: _____ Date: _____

Closing Date for Nominations – 5pm Thursday 12th December 2024

Please email nominations to kalgoorlie@ausimm.com.au

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Duties of the Branch Executive Roles

1.1. Branch Chair

The Chair is appointed by the Branch Committee and is responsible for the operation of the Branch during his/her term of office. This is a leadership role that brings together members with diverse backgrounds, differing levels of experience and occupation, to work together as a team to deliver professional development activities and social events for our members and community. The Chair drives the agreed strategic direction of the Branch.

1.2. Honorary Secretary

The Honorary Secretary is responsible for circulation of meeting minutes, recording minutes, informing AusIMM Management Team of activities, changes of address and reports for the AusIMM Bulletin and regular communication with Branch members. This role is also responsible for the Branch email account and receipt of postal mail.

1.3. Honorary Treasurer

The Honorary Treasurer is responsible for maintaining efficient Branch financial records and for ensuring appropriate documentation is forwarded to AusIMM Management Team for incorporation in the Institute's financial accounts.

1.4. Vice-Chair

The Vice-Chair assists the Chair in the running of the Branch. The position is a development role designed to introduce the candidate to the current inner-workings of the Branch and the activities/ responsibilities of the Chair. It is assumed that at some time in the future the Vice-Chair will take over the position of Chair. Previous experience on the Committee and in another executive role is preferable.

Duties of the Branch Non-Executive Roles

2.1. Events Coordinator

The Events Coordinator coordinates the monthly Technical Talks and online digital Webinars hosted by the Branch for the benefit and professional development of our membership. The Events Coordinator is accountable for all communications with potential Technical Talk presenters, and providing suitable details to the AusIMM Management Team for advertising. This is a key position within the Branch.

The Events Coordinator is expected to utilise their industry and academic contacts, and those of their peers/ colleagues, to source potential speakers and presenters for future Technical Talks.

2.2. Social Media Coordinator

The Social Media Coordinator is responsible for monitoring, moderating, and maintaining the Branch social media accounts (Facebook and LinkedIn). The role is responsible for ensuring that social media communication meets the standards expected of a professional organisation. The role also is responsible for posting photos and articles of the Branch activities.

2.3. Community Relations Coordinator

The Community Relations Coordinator is responsible for all interactions with printed and televised media, including the Kalgoorlie Miner and local Radio/ TV Stations.

2.4. Student Chapter President (and/or Delegate)

This position is occupied by the current Curtin (WASM) AusIMM Student Chapter President (or their delegate) for their term of office. The purpose of this role is to ensure that a formal line of communication exists between the Student Chapter and the Branch. It plays an important role in ensuring that the Branch is aware of all Student Chapter activities (and visa versa). This role ensures that requests made by the Student Chapter are discussed at a Branch level. A representative from the Student Chapter is required to attend every Branch Committee Meeting.

2.5. General Committee Member

General Committee Members are required to actively participate in Committee meetings/ discussions, and provide input and suggestions on Branch activities and decisions. Each Committee Member plays an important part in promoting the Branch and the AusIMM brand.

Committee Members are expected to assist at Branch events and activities, and contribute to any sub-committees that require their assistance.