

## Information for current and prospective Transafe WA Committee of Management Members



Thank you for considering becoming a Transafe WA Committee of Management member.

A person can only be a committee member if he or she is a current financial member of Transafe WA.

The Transafe WA Constitution states the Committee of Management must have:

- A Chairperson
- A Vice-Chairperson
- A Secretary
- A Treasurer
- An Executive Officer (if employed or contracted) without voting rights
- Not less than six elected executive members
- As many co-opted members as the Committee deems appropriate.

A Committee of Management member's term is for one year from the AGM in which he or she is elected, to the following AGM each year. If you are a current committee member and wish to remain on committee you will need to re-nominate.

New nominations or re-nominations must be delivered to the Executive Officer *not less than seven days before the day of the AGM*. You can nominate yourself or be nominated by a member (in which case the nominee must signify his or her willingness to stand for election).

### **In is expected that members of the Committee of Management will be able to:**

- Attend Transafe WA Committee of Management meetings (these take place on the last Friday of each month at 10am). You can attend these meetings in person or via Skype. Currently Transafe WA has one sub-committee – you will have the option to contribute to the work of sub-committees
- Contribute to the organisation of Transafe WA Forums (eg assist to source relevant speakers, sponsor and audience; give practical assistance if requested on the day)
- Promote Transafe WA membership and sponsorship to relevant industry stakeholders
- Represent Transafe WA where required on other groups, working parties (eg Transafe WA is a contributor to the Heavy Vehicle Industry Safety and Training Alliance)
- Contribute to the strategic planning and organisation of Transafe WA.

Please also refer to the Transafe WA Constitution for more information on the role of a Transafe WA committee member and all the Rules of Association. The constitution can be accessed via our website at <http://transafewa.com.au/membership/>

If you have any questions regarding joining the Transafe WA Committee of Management or would like to speak to a current committee member about the commitment, please contact Transafe WA on 08 9446 1446.



**Nomination of Committee of Management Members to Transafe WA, at the AGM, Friday 29 September, 2017**

I: \_\_\_\_\_

of member company (where relevant): \_\_\_\_\_

being paid-up members of Transafe WA, nominate the following member to be elected to office at the Annual General Meeting of the Association to be held on Friday 29 September, 2017 at 11am or any adjournment thereof:

Name of nominee: \_\_\_\_\_

Office designated:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Ordinary Committee of Management Member

(If an office is not designated, the candidate will be deemed to have been nominated for each office. Any candidate who is nominated for a specific office but not elected to that office will be regarded as nominated for election as an Ordinary Committee Member unless he or she withdraws the consent to nomination).

**I consent to the above nomination:**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ (Member)

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

**Closing date**

**Please return this form by Friday 22 September, 2017 to:**

The Executive Officer, Transafe WA  
10/5 Hasler Road  
Osborne Park WA 6017  
Email: [executive.officer@transafewa.com.au](mailto:executive.officer@transafewa.com.au)

**Proxy Form for the AGM,  
Friday 29 September, 2017**



I, \_\_\_\_\_

as a member of Transafe WA, hereby appoint:

\_\_\_\_\_

as my proxy to represent and vote for me at the Annual General Meeting of members of the Association on 29 September, 2017 commencing at 11.00am or any adjournment thereof.

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

**Important note:**

Members must notify the Executive Officer that he/she has appointed another member as proxy at least 48 hours prior to the commencement time of the AGM.

Proxies must attend the AGM in person.