



Nomination for Victorian Women Lawyers Association Inc. Executive Committee for 2016

Name:	Employer:
Email:	Business Telephone:
Address:	

I am an Ordinary Member of the Victorian Women Lawyers Association Inc. and I hereby nominate for the following position on the Executive Committee for 2016:

[please tick]

- Convenor
- Assistant Convenor
- Treasurer
- Secretary
- General Member* - responsibilities will include:
 - Coordination of VWL's 2016 Law Student Mentoring Program
 - Coordination of the 2016 Warren Moot
 - Management of online and media (print and social) communications
 - Liaison with regional and suburban current and prospective members
 - Management of current and prospective sponsor relationships.

** The number of General Members for 2016 will be determined at the 2015 AGM. The current VWL Executive Committee will be recommending that five positions be available.*

I enclose a brief statement (not more than 100 words), to be included on an information sheet with the statements of all other candidates and provided to all members eligible to vote in the event that a ballot is required.

Signature: Date:

Please submit this form and your statement to the Secretary via email to b.quan@cornwalls.com.au or by post to Victorian Women Lawyers, GPO 2314, Melbourne VIC 3001.

VICTORIAN WOMEN LAWYERS
ABN 32 198 567 354
GPO 2314 Melbourne VIC 3001
DX 350 MELBOURNE

Telephone 03 9607 9390 **Facsimile** 03 9607 9558 **Email** vwl@liv.asn.au **Website** www.vwl.asn.au



VWL Executive Committee – Roles and Responsibilities

Convenor

- (a) Convene and preside as chairperson at general meetings of VWL and meetings of the Executive Committee
- (b) Approve all outgoing correspondence
- (c) Act as spokesperson for VWL
- (d) Liaise with heads of other associations
- (e) Oversee activities of sub-committees
- (f) Be the principal point of contact for VWL's sponsors.

Assistant Convenor

- (a) In the absence of the Convenor, preside as chairperson at general meetings of VWL and meetings of the Executive Committee
- (b) Assist the Convenor in all of the Convenor's responsibilities
- (c) Act as contact person for sponsors and members in the absence of the Convenor.

Treasurer

- (a) Collect and receive all monies due to VWL, issue any receipts and make all payments authorised by the Executive Committee
- (b) Keep correct accounts and books showing the financial affairs of VWL with full details of all receipts and expenditure connected with the activities of VWL
- (c) Keep a register of all assets of VWL
- (d) Keep all general records, accounting books and records of receipt and expenditure connected with the operations and business of VWL in such a manner as the Executive Committee directs
- (e) Present a treasurer's report at each Executive Committee meeting
- (f) Ensure VWL's compliance with all legislation governing the financial status and activities of VWL.

Secretary

- (a) Prepare and arrange for distribution of an agenda for each Executive Committee meeting
- (b) Advise members of general meetings
- (c) Keep minutes of the resolutions and proceedings of each Annual General Meeting and each Executive Committee meeting in books provided for that purpose, together with a record of the names of persons present at each Executive Committee meeting
- (d) Distribute minutes of each meeting to the Executive Committee or general members, as appropriate
- (e) Keep copies of all correspondence
- (f) Keep a record of the names and addresses of all members of VWL
- (g) Keep other such books and records as the Executive Committee may determine.

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General Members

- (a) Manage a portfolio of work, which may include the following:
 - (i) Mentoring Program Coordinator
Organise and coordinate VWL's 2016 Law Student Mentoring Program, in consultation with Executive Committee and relevant sub-committee members
 - (ii) Warren Moot Coordinator
Organise and coordinate the 2010 Warren Moot, in consultation with Executive Committee and relevant sub-committee members
 - (iii) Communications Officer
Maintain, update and coordinate all VWL online and media (print and social) communications, including promotion of events, activities and other initiatives, in consultation with the Executive Committee and relevant sub-committee members
 - (iv) Regional/Suburban Liaison
Identify, pursue and coordinate projects of relevance to regional and suburban current and prospective members in accordance with VWL's objectives, in consultation with the Executive Committee and relevant sub-committee members
 - (v) Sponsorship Officer
Manage relationships with all current and prospective VWL sponsors, in consultation with the Convenor
- (b) Provide input into Executive Committee decisions
- (c) Vote on Executive Committee decisions.

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