



First name: ..... Surname: .....

Indicate the position for which you are nominating (circle one)

President    Vice-president    Secretary/Public Officer    Treasurer    General member

Signature of person being nominated .....

Are you a member of VALBEC?    Yes    No

The following VALBEC members support my nomination.

Name: ..... Signature: .....

Name: ..... Signature: .....

NB Nomination may be supported by an individual member of VALBEC or a person whose workplace is an institutional member of VALBEC. Additional forms may be obtained from VALBEC and will also be available prior to the AGM.

This form must be handed to the returning officer or the VALBEC administration officer prior to the AGM.

Are you considering nominating for the executive committee?

As a member of the committee you will experience a strong sense of collegiality and involvement in the ongoing work of VALBEC in providing professional development, resources and engagement with issues related to adult LLN teaching and learning in Victoria and nationally.

**Role and Responsibilities:**

As a member of the committee you are required to:

- Attend meetings regularly, either face to face (7) or by teleconference (3)
- Send an apology to the secretary if unable to attend
- Read the agenda and minutes before the meeting
- Scrutinise and approve financial reports
- Complete tasks and report back to committee in a timely manner.

Additionally, you can participate in several other ways including:

- attending forums and other meetings related to adult literacy and education
- writing articles or seeking stories/writers for Fine Print
- contributing ideas and material for eVALBEC, VALBEC website and social media
- writing project proposals, reports, correspondence or promotional material.

- using your networks to seek information about adult literacy issues at local, national or international levels; report back issues, concerns or relevant activities
- promoting VALBEC activities and Fine Print.

As a committee member, you can join a sub-committee responsible for:

- Marketing and social media
- Annual Conference
- workshops and forums
- Other projects
- Fine print committee (meets separately)

There are opportunities to represent VALBEC on a range of groups and industry or government consultations such as

- ACAL representative
- Curriculum Maintenance Manager – General & Further Education
- ACE peaks
- Reading & Writing Hotline
- State Library Victoria
- Neighbourhood Houses Victoria
- Other curriculum and policy consultations.

We encourage members to contact someone on the current committee to discuss nomination and involvement.

Contact [info@valbec.org.au](mailto:info@valbec.org.au) for details.