



NOMINATION FORM for the VALBEC 2019 Committee

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.

Being a member of the VALBEC committee will provide you with opportunities to network and engage in discussions to contribute and expand your knowledge of LLN and EAL. We encourage you to consider the opportunity of nominating for the VALBEC committee.

As a member of the committee you are required to:

- attend meetings regularly, either face to face (7) or online (2)
- read the agenda and minutes before the meeting
- scrutinise and approve financial reports
- contribute to planning and provision of professional development activities, including the conference
- send an apology to the secretary if unable to attend
- represent VALBEC at conferences and other events
- provide input and feedback on Fine Print editions
- complete tasks and report back to committee in a timely manner.

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

- Annual Conference
- Workshops and forums
- Other projects
- Fine print committee (meets separately)

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.

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

- ACAL (Australian Council for Adult Literacy)
- Curriculum Maintenance Manager – General & Further Education
- Victorian ACE Policy Network (formerly ACE peaks)
- Reading & Writing Hotline
- Adult Literacy Connect (State Library Victoria)
- NHV (Neighbourhood Houses Victoria)
- CGEA champions
- 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 for details.

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