



Central Australian Rural Practitioners Association Inc

Email: carpa.inc@outlook.com

Management Committee Nomination Form

Nominee Name _____

Address _____

Phone number _____

E-mail address _____

Signature _____

Nominator: _____

Contact details: _____

Signature: _____

Nominee's Seconder _____

Contact details _____

Seconders signature _____

Management committee position being nominated for:

Please provide a brief paragraph outlining why you should be elected to this position.

Please return form to Secretary, CARPA, via email: carpa.inc@outlook.com

Thank you for your nomination.



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Summary of management committee duties and responsibilities as per constitution:

Chairperson and Vice-Chairperson

Chairperson must preside at all general meetings and committee meetings.

If the Chairperson is absent from a meeting, the Vice-Chairperson must preside at the meeting.

Secretary

The Secretary must

- coordinate the correspondence of the Association
- ensure minutes of all proceedings of general meetings and of committee meetings are kept in accordance with section 38 of the Act
- maintain the register of members in accordance with section 34 of the Act

Treasurer

The Treasurer must:

- receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association
- pay all moneys received into the account of the Association within 5 working days after receipt
- make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds
- The Treasurer must ensure the accounting records of the Association are kept in accordance with section 41 of the Act.
- The Treasurer must coordinate the preparation of the Association's annual statement of accounts.

A member of the management committee will be appointed as the Public officer. The Public officer must be a resident of the NT per the Associations Act 2003.

The public officer must ensure that documents are filed with the Commissioner of Consumer Affairs in accordance with sections 23, 28 and 45 of the Act.

The public officer must keep a current copy of the Constitution of the Association.



As per the Associations Act NT; <https://legislation.nt.gov.au/en/Legislation/ASSOCIATIONS-ACT-2003>

A person who is an insolvent under administration or a disqualified person must not, without leave of the Commissioner, be an officer of an incorporated association.

A person who has been convicted within or outside the Territory:

(a) on an indictment of an offence in connection with the promotion, formation or management of a body corporate; or

(b) of an offence involving fraud or dishonesty punishable on conviction by imprisonment for not less than 3 months; or

(c) of an indictable offence; or

(d) of an offence against this Act; or

(e) a prescribed offence;

must not, within 5 years after the conviction or, if the person was sentenced to imprisonment in relation to the offence, within 5 years after release from custody, without leave of the Commissioner, be an officer of an incorporated association.

Subsection (2) applies even if the conviction or release from custody occurred before the commencement of this Act.

When granting leave under this section, the Commissioner may impose the conditions the Commissioner considers appropriate.

The Commissioner may revoke leave granted under this section.

In this section: insolvent under administration means a person who:

(a) under the Bankruptcy Act 1966 (Cth), is a bankrupt in relation to a bankruptcy from which the person is not discharged; or

(b) under the law of a country other than Australia, has the status of an undischarged bankrupt;

and includes:

(c) a person who has executed a personal insolvency agreement under Part X of the Bankruptcy Act 1966 (Cth) or the corresponding provisions of the law of another country, in either case if the terms of the deed have not been fully complied with; and

(d) a person whose creditors have accepted a composition under Part X of the Bankruptcy Act 1966 (Cth) or the corresponding provisions of the law of a another country, in either case if a final payment has not been made under that composition.