

CHANGE OF EXECUTIVE COMMITTEE MEMBERS

Please complete this form when there are changes in your executive committee; whether students resign and need to be replaced or if students are swapping positions. This form is not to be used for affiliation or re-affiliation.

NOTE: Only use this form if you have already completed the affiliation/re-affiliation form for the year, and:
(a) one or more of the students in the positions originally indicated on your affiliation/re-affiliation form have changed; or
(b) an executive committee role has been split in two so that two students work together to complete one role.

Please indicate the person/s previously in the relevant position (if any):

Name: _____

Name: _____

Position: _____

Position: _____

Student ID Number: _____

Student ID number: _____

Please have the new committee member read and sign below for the appropriate position.

PRESIDENT

- Provide leadership for, and oversee the running of, representing your Club to other groups and external organisations.
- Maintain regular communication with the VU Clubs Officer in regards to Club activities.
- Consult with the VU Clubs Officer and seek advice on any issues where necessary.
- Chair general and executive meetings, as chief spokesperson for the Club.

I, _____ (name), agree to take on the responsibilities of Club President and perform to the best of my ability.

Signed: _____

Date: _____

VICE-PRESIDENT

- Assist the President and oversee the running of the Club, as well as in representing the organisation to other groups and external organisations.
- Support other committee members to achieve their goals and perform their roles to the best of their ability.
- Engage with members to ensure the Club is benefiting members, encouraging feedback that can be passed on to the President.

I, _____ (name), agree to take on the responsibilities of Club Vice-President and perform to the best of my ability.

Signed: _____

Date: _____

SECRETARY

- Concentrate on the administration of the Club, arranging general and executive meetings and taking meeting minutes.
- Work closely with the President and deal with all correspondence the Club receives, such as email and Facebook messages.
- Manage Club correspondence and efficiently organise and maintain the Club's documentation, such as the list of members.

I, _____ (name), agree to take on the responsibilities of Club Secretary and perform to the best of my ability.

Signed: _____

Date: _____

TREASURER

- Monitor finances of your Club, delivering updates to it's committee and the VU Clubs Officer.
- Be responsible for setting up the Club CBA bank account, and monitor expenditure via account statements.
- Record incoming funds from Student Life affiliation funding, grants, membership income and other donations.
- Prepare an annual budget for the Club, and present a financial report at the Annual General Meeting.

I, _____ (name), agree to take on the responsibilities of Club Treasurer and perform to the best of my ability.

Signed: _____

Date: _____

COMMITTEE CONTACT DETAILS

Each Club will have an elected executive committee which MUST consist of a President, Vice President, Secretary and Treasurer. These main four (4) Club executives must be currently enrolled VU students. The Club may choose to have additional members such as an Events Officer and Marketing Officer, however this is at the discretion of the Club.

The Executive Committee will be responsible for tasks relative to their roles. The Executive Committee are also the people that will be the first contact for the VU Clubs Officer, Club members, and the general public for all matters relating to this Club.

Please ensure any new executive committee members provide their details below.

PRESIDENT

Name: _____

Email: _____

Phone: _____

Student Number: _____

Course: _____

VICE-PRESIDENT

Name: _____

Email: _____

Phone: _____

Student Number: _____

Course: _____

SECRETARY

Name: _____

Email: _____

Phone: _____

Student Number: _____

Course: _____

TREASURER

Name: _____

Email: _____

Phone: _____

Student Number: _____

Course: _____

NOTE: It is the responsibility of the Club to ensure the contact details of the Executive Committee are kept up to date and that any changes to the Executive Committee stated above are communicated to the VU Clubs Officer within seven business days.