



**Nomination form: Election of Office Bearers
for the term: 26th September 2023 – 26th September 2024**

Core Office Bearers

Position Nominated for	Nominee's Name	Nominated by	Nominator's Signature	Nomination Seconded by	2nd Nominator's Signature
President					
Treasurer					
Secretary					

Upon signing, the Core Office Bearer Nominee agrees to uphold the rules of the constitution of AONA, represent AONA and work towards its strategic goal, and maintain their membership. The Nominee agrees to participate actively and attend at least 75% of Executive Meetings held throughout the year.

Other Office Bearers

Position Nominated for	Nominee's Name	Nominated by	Nominator's Signature	Nomination Seconded by	2nd Nominator's Signature
Vice-President					
NSW Rep					
NT Rep					
SA Rep					
TAS Rep					
VIC Rep					
ZoomED Lead					
Conference Convenor					
Sponsorship					
Social Media					
Website/Newsletter					
Sponsorship					
General (duties assigned)					

Upon signing, the Other Office Bearer Nominee agrees to uphold the rules of the constitution of AONA, represent AONA and work towards its strategic goal and maintain their membership. The Nominee agrees to participate actively and keep the Core Office Bearers abreast of the activities/roles they are assigned. Other Office Bearers are encouraged to attend the Committee Meetings as much as possible.



Nominee Signature: _____ Date:

Committee Member Signature (once voted in): _____ Date:

This nomination form is to be returned to:
The President via heather.machin@unimelb.edu.au email address or handed directly to them
before the commencement of the AGM at 19:00 on the 26th of September 2023, AEST.

About the Roles:

Core Office Bearers:

These are the core positions AONA is required to maintain in order to meet the Association's legal requirements. They are responsible for retaining the membership, sectorial, financial, and legal aspects of the Association. They will shape the development of the Association, in consultation with the Other Office Bearers and members.

Other Office Bearers:

Vice-President:

The Vice-President will assist the President and represent AONA in the absence of the President.

State/Territory Reps:

Reps are the local contact for members in their jurisdiction. They are responsible for organizing at least one (though preferably 2-3) face-to-face clinical meetings in their jurisdiction per year. They liaise with their local community to determine the date, venue, content, and liaise with AONA Website, Newsletter, and social media Teams to promote the events.

ZoomED Rep:

This position is responsible for arranging 4-6 virtual education events. This position liaises with the wider community to determine the date and content, and they liaise with the AONA Website, Newsletter, and social media Teams to promote the events.

Conference Convenor:

This position liaises with the President, Sponsorship Rep, and the Representative within the jurisdiction where the conference will be held. They will plan and host the conference. This may involve content, speakers, sponsorship and/or logistics and other event management.

Sponsorship Rep:

This position liaises with the President and other Committee members, and external stakeholders to strengthen and develop industry and sector engagement with AONA. This may be through long term partnership programs and/or one-off event partnerships.

Media (website/newsletter/socials):



These positions are responsible for keeping members abreast of activities and news updates. One member of this team also monitors the AONA enquiry email on behalf of the Association.

General:

AONA welcomes other members who want to be actively involved but are not sure on how/ where they fit in, to join as a General Committee Member. In this instance, we assign duties/ tasks to general members based on their interest and skill level and the needs of the Association.

About The Committee Meetings:

Routine Meetings:

The Committee meetings occur four times a year. The dates are set by the sitting committee around the schedules of the majority. The meetings are on Zoom.

Three meetings will take place on a Tuesday evening for about 1/1.5 hours (around: October/ April/July). The final Committee meeting, at the beginning of the Calander year is assigned as the associations Strategic Planning Meeting. This is where the Committee reflects on the prior year and plans for the following. This takes place on a weekend in January/February for about 3 hours.

Adhoc. Meetings:

When AONA is hosting a conference – and committee members are present, the committee may try to host an adhoc. face-to-face meeting or catch-up. These are planned as a team, as required, and based on individual availability.