

**TRAS Secretary's Office**  
 Murwillumbah Showground  
 37 Queensland Road, Murwillumbah NSW 2484  
**Postal Address**  
 PO Box 727, Murwillumbah NSW 2484



**P**| 02 6672 5507 **M**| 0427 725 507  
**E**| [secretary@murwillumbahshow.com](mailto:secretary@murwillumbahshow.com)  
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*Tweed River Agricultural Society Ltd t/a The Murwillumbah Show*

ABN| 70 003 366 407 ACN| 003 366 407

# BOARD OF DIRECTORS NOMINATION FORM

<b>DIRECTOR ID NUMBER:</b>			
<b>I (FULL NAME):</b>			
<b>OF (RESIDENTIAL ADDRESS):</b>			
<b>PLACE OF BIRTH:</b>		<b>DATE OF BIRTH:</b>	
<b>MAIDEN NAME (IF APPLICABLE):</b>			
<b>MOBILE PHONE:</b>			
<b>HOME PHONE:</b>			
<b>WORK PHONE:</b>			
<b>EMAIL ADDRESS:</b>			
<b>POSTAL ADDRESS:</b>			
<p>having been duly proposed and seconded <b>HEREBY OFFER MYSELF FOR NOMINATION TO THE BOARD OF DIRECTORS OF THE TWEED RIVER AGRICULTURAL SOCIETY LTD.</b> I declare:</p> <ol style="list-style-type: none"> <li>1. I am not a bankrupt nor have I made any arrangement of composition with my creditors generally.</li> <li>2. I am not prohibited from being a director of the company by reason of any order made under the Corporation Law.</li> <li>3. I am not precluded from holding office by operation of Section 228() of the Corporation Law.</li> <li>4. I have read and acknowledge the duties as set out in this form.</li> </ol>			
<b>Signature of Applicant</b>		<b>Date</b>	
<b>Applicant's OTHER occupations &amp; directorships (family companies must be included)</b>			
<b>Proposer's Name (please print)</b>		<b>Proposer's Signature</b>	
<b>Secunder's Name (please print)</b>		<b>Secunder's Signature</b>	



*Major sponsors of the  
 Murwillumbah Show*





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### **BOARD MEMBER ROLES & RESPONSIBILITIES**

As a Tweed River Agricultural Society Ltd (TRAS) Board Member Nominee of I **HEREBY ACKNOWLEDGE** that upon election to the Board:

1. It is my responsibility to help with the creation of policies and programs of TRAS and to monitor their implementation.
2. It is my responsibility to help with the creation of an annual budget for TRAS and to take an active role in reviewing the budget and assisting with fundraising activities and grant proposals that help meet the budget.
3. The Board is responsible for ensuring adequate financial resources for TRAS and for managing those resources effectively and I will engage in developing the financial resources of TRAS in whatever legitimate ways are best suited to my skills. These may include providing contracts, recruiting members, writing proposals or letters of support, helping with special events or individual, corporate or foundation solicitation.
4. I will attend all Board Meetings held during the year and be available for phone and/or email consultation with other Board Members. If I cannot attend a Board Meeting it is my responsibility to notify the TRAS Secretary prior to the meeting. **I understand that three (3) consecutive unexcused absences will result in by being asked to leave the Board.** It is also my responsibility to find out what occurred during Board Meetings I've missed and what actions were taken at that meeting. I can achieve this by consulting another Board Member who was present or referring to the detailed minutes of that Board Meeting, a copy of which will be available from the TRAS Secretary.
5. I will actively strive to enhance the public image of TRAS.
6. I will keep confidential the details of the Board's Executive Meetings.
7. I will avoid even the appearance of a conflict of interest that might embarrass the Board or TRAS and will always disclose any possible conflict of interest to the Board in a timely manner.
8. I will serve on at least one (1) committee of the Board. Current committees of the Board include: Finance Committee; Group 1 Delegates; Trade Space; Show Entertainment; WH&S Safety Officer; Catering; Markets; TRAS PIC No; Function Room; Sponsorship; Publicity & Promotion; Raffle; Life Memberships; Cattle Dog Trials; Showgirl Comp; Volunteers; Bars/Alcohol Licensing; Website.
9. I will maintain independence and objectivity and do what my sense of fairness, ethics and personal integrity dictates.

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10. I will serve in the best interests of TRAS as a whole rather than for any special interest group or constituency.
11. I understand that authority is granted to the Board as a whole and that I, as an individual Board Member, have no authority.
12. I understand that the minimum legal functions of the Board include the following:
  - 12.1 approving all personnel policies;
  - 12.2 being active in selection and evaluation of executive directors;
  - 12.3 adopting and monitoring the annual budget;
  - 12.4 receiving and considering regular financial statements;
  - 12.5 authorising all borrowings and bank accounts of TRAS;
  - 12.6 determining and monitoring TRAS's programs and services;
  - 12.7 developing and helping to implement realistic annual funding plans;
  - 12.8 annually electing officers, holding meetings and evaluating its own performance;
  - 12.9 maintaining minutes of all Board Meetings; and
  - 12.10 ensuring annual TRAS reports are submitted.
13. I understand that no rigid standards of measurement and achievement have been set for TRAS Board Members. Board Members must trust each other to carry out the above agreements each in their own way, and I understand that if I fail to act in good faith, I must resign.

<b>Signature of Applicant</b>	<b>Date</b>
<b>Applicant's Full Name</b>	

**The Executive Directors of TRAS are responsible to all Board Members for the following:**

- To provide clear and current information relating to the policies, legal status, Board activities, risks and staffing.
- To provide, without request, monthly financial reports which allow the Board to meet the "prudent person" section of the law.
- To be available to discuss TRAS policies, goals and objectives.
- To provide reasonable notice for all Board meetings and Committee meetings.

**NOMINATIONS MUST BE RECEIVED BY 5PM, 1<sup>st</sup> FEBRUARY.**

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