

SAPNA COMMITTEE NOMINATION FORM

Nominations for Committee must reach the Secretariat
7 days prior to the AGM. Please print clearly.

Date

First Name

Last Name

Postal Address

Telephone: Home or Mobile

Telephone: Work

Contact Email Address

Hospital / Organisation

Professional Interests and Group Memberships

Which areas or portfolios of the SAPNA Committee interest you?

- | | |
|--|---|
| <input type="checkbox"/> President | <input type="checkbox"/> Honorary Secretary |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Conference |
| <input type="checkbox"/> Education | <input type="checkbox"/> Website & Facebook |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Journal Articles |
| <input type="checkbox"/> Research | <input type="checkbox"/> Trade Liaison |
| <input type="checkbox"/> Rural Liaison | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> ACORN | |
| <input type="checkbox"/> Other | |

If you have any questions regarding the responsibilities or functions of Committee Members and would like to speak with a Committee Member before lodging your nomination, contact the SAPNA Secretariat at secretariat@sapna.org.au

I hereby nominate for a voluntary position on the SAPNA Committee. I have read and understand the expectations and responsibilities of a SAPNA Committee Member as outlined on this form, and fully anticipate being in a position to meet these requirements.

Signature

I second this nomination. *(must be seconded by a current SAPNA Member)*

Signature

Print Name

Please scan and email this completed Nomination Form to secretariat@sapna.org.au
Or post to SAPNA Secretary, PO Box 38 Highgate SA 5063.



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PO BOX 38
Highgate SA 5063
www.sapna.org.au

Being a SAPNA Committee Member

As a SAPNA Committee Member you will be part of a team who are committed to managing and guiding the Association in achieving its aims and objectives. Assistance is always available to help new members develop into their role.

SAPNA Committee Members volunteer their skills and are expected to:

- Attend monthly meetings on either the last Monday or Tuesday of each calendar month (7.00pm), in a central location. Rural Liaison Reps are excused but may join the meeting electronically.
 - Depending on the portfolio you may be required to:
 - Prepare a brief written report one week prior to the meeting.
 - Prepare an Annual Report for each AGM.
 - Fulfil a role on the Committee commensurate with your skills, knowledge and experience.
 - Actively participate and contribute at meetings and events.
 - Provide assistance to other Committee members where possible and appropriate.
 - Participate and assist at SAPNA Education events which may include acting as convenor or facilitator or introducing speakers.
 - All committee members shall take reasonable actions to ensure that confidentiality and non-disclosure of committee information
- Communication on Committee matters is normally via email. It is therefore important that Committee Members have, or can organise internet and email access, and are in a position to send and receive emails regularly.