



Election of Office Bearers  
and  
Members of the Management Committee

NOMINATION FORM

POSITION: \_\_\_\_\_

NOMINEE: \_\_\_\_\_

NOMINEE'S SIGNATURE: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

PROPOSER'S SIGNATURE: \_\_\_\_\_

SECONDER: \_\_\_\_\_

SECONDER'S SIGNATURE: \_\_\_\_\_

DATE ...../...../2025

**Nominations must be received no later than Sunday 1<sup>st</sup> June 2025 , by: Email to:**

**qwa@qwa.org**

**QUEENSLAND WEIGHTLIFTING ASSOCIATION INC**

**MOTION SUBMITTED TO**  
**THE 2025 ANNUAL GENERAL MEETING OF THE**  
**QUEENSLAND WEIGHTLIFTING ASSOCIATION INC.**

Any and all motions submitted must be clearly written and duly signed by a proposer and seconder who are current members of the association. Motions submitted to the 2025 AGM must be received by the QWA Operations Manager no later than Sunday 1<sup>st</sup> June 2025.

Method of lodgment is via email to: [qwa@qwa.org](mailto:qwa@qwa.org)

MOTION :

PROPOSER .....

PROPOSER'S SIGNATURE .....

SECONDER .....

SECONDER'S SIGNATURE .....

DATE ...../...../2025

## **QWA Management Committee (MC) Roles**

### **All MC members should carry out the following duties:**

- Understand the workings of the QWA, including the services, the programs, and staff arrangements;
- Keep up to date by reading minutes, reports, and meeting papers;
- Regularly attend meetings in person or via electronic medium;
- Be familiar with QWA Constitution, including specific roles and responsibilities of the MC and staff;
- Approve relevant documents, including documents relating to QWA finances;
- Ensure the QWA is compliant with funding agreements, policies, legislation, and regulations;
- Manage the QWA's risks i.e. minimise the impact of potential barriers preventing the QWA from achieving its strategic objectives efficiently and effectively;
- Establish management delegations;
- Be active in planning the future direction of the QWA;
- Take responsibility for areas of work, perhaps through engagement in sub-committees;
- Ensure new MC members are aware of their statutory obligations and responsibilities to all QWA members;
- Be active as possible in MC decision making;
- Be supportive of the QWA in the eyes of the public;
- Endeavour to attend QWA competitions and events and represent the QWA at outside functions.

### **QWA Executive Officers**

#### **President/Chair**

- Ensure regular MC meetings are organised;
- Assist in preparing agendas in consultation with Operation Manager and Secretary;
- Determine that a quorum is present at each meeting;
- Deal with agenda items in orderly fashion;
- Encourage all MC members to have dialogue input;
- Maintain a neutral position during discussion and decision making including formal decisions or motions and ensuring items are voted on;
- Preserve order and timeliness throughout the meetings and keep discussion points and decisions relevant;
- Deliver a casting vote in the event of an equal vote;
- Suggest appropriate procedures to deal with any difficulties in getting through agenda items when necessary;
- Signing minutes of previous meeting after they have been confirmed as true record;
- Representing the QWA at all levels of community;
- Act as the link between staff and MC;
- Ensuring the QWA adheres to its Constitution and rules

#### **Vice President**

- Assisting the President with his/her duties and standing in when Chair is absent

#### **Secretary**

- Ensuring correspondence and official QWA records are up to date, accurate and in order and available to be looked by those authorized to do so;
- Assisting the OM and Chair to organise MC meetings and AGM;

- Ensuring that meeting papers (agenda, correspondence, and previous minutes) have been distributed;
- Ensuring the minutes are recorded, by themselves or another minute taker;
- Working with Chair and OM to ensure meetings run smoothly;
- Working with Chair and OM to ensure all correspondence that relates to the MC is dealt with in a timely manner;
- Know the rules of the organization and taking responsibility for all the legal requirements of incorporation.

### **Treasurer**

- In concert with the OM monitor QWA financial affairs;
- Present financial information at MC meetings and at the AGM;
- In concert with the OM keep the MC up to date about QWA finances in a manner that is easy to understand;
- Assist the OM with annual budget preparation and expenditure against budget is reviewed regularly;
- Assist the OM in keeping up to date financial records as per the Associations Incorporation Act;
- Ensure the QWA has the necessary financial acumen to make sound decisions against budget allocations;
- Assisting the OM to organize and present the annual balance sheet and accounts to QWA member at the AGM.