

Good Hope School Past Students Association Limited (“GHSPSA Ltd.”)

GHSPSA Limited Executive Committee – 2016 Election - Nomination Form

I, _____ would like to nominate Mr./Mrs./Ms

For the following position of the 2016 Executive Committee Election.

- Chairperson
- First Vice-Chairperson
- Second Vice-Chairperson
- First Secretary
- Second Secretary
- Treasurer
- First Foundation Coordinator
- Second Foundation Coordinator
- Executive Committee Member

I am a life member of GHSPSA Ltd.

Nominator’s name & Phone #

Nominator’s Signature

I am an eligible member of GHSPSA Ltd. & I accept the above nomination.

Nominee’s name & Phone Number

Nominee’s Signature

To submit your nominations, please complete this nomination form and return the form by email (info.ghspsa@gmail.com) on or before 22nd September 2016.

Notes to Election of the Executive Committee

- Any Life Member who is aged 18 years or above is eligible to be nominated as a candidate.
- Any Life Member may nominate up to sixteen (16) eligible Life Members as candidates and submit the nomination form to the Secretary.
- The Executive Committee shall comprise the following:
 - office bearers - including one Chairperson, two Vice-chairpersons, two Secretaries, one Treasurer and two Foundation coordinators;
 - not more than eight ordinary Committee Members; and
 - the immediate past Chairperson as an ex officio Ordinary Committee Member for one non-renewable term only.
- The responsibilities and terms of office bearers are as follow:
 - (a) The Chairperson is:
 - (i) Responsible for:
 - (1) governing all affairs in the Association;
 - (2) presiding over all Executive Committee Meetings and General Meetings;
 - (3) presenting the Annual Report of the Association at the Annual General Meeting;
 - (4) coordinating the work of the Executive Committee and individual office bearers of the Executive Committee; and
 - (5) acting as an advisor to the immediate succeeding Executive Committee of the Association after expiry of her term of office.
 - (ii) Eligible for re-election to the same office but not for more than two consecutive terms.
 - (b) The First and Second Vice-chairpersons are:
 - (i) Responsible for assisting the Chairperson of the Association and acting for her under her authority. They, either individually as agreed amongst them, or collectively, will assume the duties and obligations of the Chairperson if the latter fails, refuses or is unable, to act; and
 - (ii) Eligible for re-election to the same office but not for more than two consecutive terms.
 - (c) The First and Second Secretaries are:
 - (i) Responsible for:
 - (1) undertaking all the secretarial duties of the Association; and
 - (2) preparing and keeping the minutes of all meetings of the Association.
 - (ii) Eligible for re-election to the same office but not for more than two consecutive terms.
 - (d) The Treasurer is:
 - (i) Responsible for:
 - (1) keeping in the Association's Accounts a continuous record of all financial transactions and the official receipts for all payments;
 - (2) Preparing the Annual Treasurer's Report and arranging for it to be presented at the next Annual General Meeting; and
 - (3) providing relevant information to facilitate reviewing of the Accounts.
 - (ii) Eligible for re-election to the same office but not for more than two consecutive terms.
 - (e) The First and Second Foundation Coordinators are:
 - (i) Responsible for:
 - (1) acting as a bridge between the Association and GHSPSA Foundation; and
 - (2) coordination with the Foundation regarding activities of the Foundation that are supported by GHSPSA Ltd.; and
 - (ii) Eligible for re-election to the same office but not for more than two consecutive terms.
 - (f) The Chairperson and the Foundation Coordinators shall during their term of office for this Association also act as directors and members of the Foundation.