

## **PLEASE NOTE**

As this is the inaugural meeting of this branch we will be looking for support in forming an interim committee who will hold office until elections in about August 2010 (ie 4 months). PLEASE DONT PANIC - the duties are VERY limited as the ATA does ALL of the onerous work eg keeping the books, doing audits, holding annual meetings etc etc - so please read on.

The positions are as follows.

### **Chairman** (\* must be an ATA member)

This person will be the contact person for the group & generally makes sure everything functions

### **Treasurer** (\* must be an ATA member)

Collects any moneys & forwards them on to the ATA Financial Manager

Keeps a "float" of appx \$100

Looks after branch stock (ATA magazines etc)

### **Secretary**

Records all minutes

Sends out notices of meetings

Records details on the ATA website

### **Committee Members (two)**

Attends COM meetings (appx ea 3 months)

Assists with ideas for members meetings

Helps coordinate members meetings

And thats pretty well it !!! So PLEASE consider putting your hand up on the night & helping out.