Nomination Form (B)*New Zealand Naturist Federation Inc.*

Please return to: **NZNF Secretary** to *arrive* by **28th October 2017**

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| **POSITION** | NOMINEE’S NAME | NOMINEE’S **CLUB** | **NOMINEE’S SIGNATURE** |
| NI Vice President |  |  |  |
| Secretary |  |  |  |
| Database Membership |  |  |  |
| Youth and Marketing Co-ordinator |  |  |  |

Relevant Skills and Experience (Inclusion of small photograph[s] would be welcome.)

# Nominator’s Name/s:……………………………………..................................................................................................

# Nominator/s Signature/s:…………..…….......................................................................................................................

**NB:** In accordance with the NZNF Constitution,the nominator/s may be:

1. An executive member of the nominee’s club, or
2. Two financial members of the NZNF, and holding current INF cards, supported by a signature of a current executive member (not being the nominee).

**APPOINTMENTS**

The NZNF Executive will meet on *28*th December 2017. A number of appointments will be considered for ratification by the Council AGM. Please advise in writing by *28th* October 2017 if you wish to put forward any suggestions for the following appointments.

1. Secretary, Supporter Membership Group

2. Sports Co-ordinator, New Zealand Naturist Federation

3. Auditor, New Zealand Naturist Federation

4. Archivist, New Zealand Naturist Federation

5. Social Media Officer, New Zealand Naturist Federation

6. Merchandise Officer, New Zealand Naturist Federation

**Federation Job Descriptions**

(a & b indicate the ‘vacancy year’ a: even - b: odd)

**Executive Positions**

|  |  |
| --- | --- |
| President (a) | * Chair all meetings. * Have ad hoc meetings with Member Clubs and others to facilitate the smooth working of the executive and council, in the best interests of naturism in New Zealand. * Respond to media and other requests for information about the NZNF and naturism in general. * Liaise with the INF as necessary. * Attend to media releases for events and promotion of naturism as opportunities arise * Respond to media and other enquiries for information. |
| NI (b) & SI (a) Vice Presidents | * Visit clubs in their region each year * Present any certificates and awards to member clubs and individuals in their region. * Have ad hoc meetings with Member Clubs and others to facilitate the smooth working of the executive and council, in the best interests of naturism in New Zealand. |
| Treasurer (a) | * Record and report on all monetary transactions on behalf of the Federation. * Prepare interim reports to the Executive. * Prepare AGM financial reports. * Prepare annual budget for approval by the Council. * Ensure the financial statements are uploaded to the Societies website. |
| Secretary (b) | * Notify all members of due dates for meetings, nominations and remits. * Record mail movement and meeting business. * Record and circulate minutes of Executive and Council meetings. * Ensure the Constitution is updated each year after the AGM * Ensure the Officers of the Federation are updated on the Societies website annually. * Ensure all requests for affiliation to the Federation are dealt with at the next available meeting * Liaise with the INF as required |
| Youth and Marketing Co-ordinator (b) | * Co-ordinate the YNNZ * Create, maintain and execute NZNF marketing campaign * Promote naturism in NZ |
| Database Secretary (b) | * Process applications for INF cards. * Record and distribute cards, in accordance with properly constituted requests from Member Clubs. * Maintain the central database. |
| Internet Coordinator (a) | * Oversee the functioning of the Federation’s website. * Ensure information on the website is kept up to date. * Ensure all licences are renewed as necessary. * Protect * Arrange relevant email groups to facilitate ease of communication among them. |

**Non-executive, appointed positions**

|  |  |
| --- | --- |
| Supporter Group Secretary | * Register names and oversee the interests of those Naturists applying for direct connection with the Federation. * Produce a quarterly newsletter and optional contact list. * Organise events for members. |
| Archivist | * Receive and store those Federation and Member Club documents, such as newsletters, of potentially historic value. * Respond to requests for information and copies of documents. |
| Sports Co-ordinator | * Liaise with the host club to ensure sports draws are done and all games are managed and refereed. * Note and record the achievements of those involved in official sports events. * Oversee updates of The Official Sports Handbook of the New Zealand Naturist Federation. |
| gonatural Editor | * Edit and publish the Naturist. |
| gonatural Business Manager | * Support the Naturist Editor by looking after day-to-day matters like subscriptions and help look for potential advertisers. * Distribute the magazine. |
| Social Media Officer | * Maintain social media sites. |
| Merchandise Officer |  |