

South African Preservation and Conservation Group EAST REGION
Call for nomination of office bearers 2008-2010

Dear Colleagues

You are kindly requested to consider the following when nominating members to serve on SAPCON Group East Region Committee. The under mentioned is an indication of the type of duties that members of the Committee are expected to perform and/or the nature of the experience that is required for the different portfolios. All nominees must be paid up member of SAPCON.

1. Chairperson

- Chair the SAPCON EAST Region Committee meetings
- Responsible for the strategic planning and business plan for the region
- Prepare and submit written reports to the National Executive Committee of all activities of the region.
- Attend SAPCON Group National EXCO Meetings
- Overall responsibility of promoting the activities and interest of SAPCON.
- Arrange to update the regions activities on the SAPCON Website
- Edit the quarterly newsletter
- Organise the AGM and Pre-conference/ conference/symposium/events in the region.
- Fundraising/sponsorship

2. Vice-Chairperson

- Assist Chair plan a membership strategy for SAPCON EAST Region in line with membership plans.
- Undertake Public Relations work for the region
- Actively seek possible sponsorship sources
- Submit regular reports to the chair
- Prepare the draft of the SAPCON Newsletter
- Represent the Chair at meetings if Chair is not available to attend.
- Assist with the organising of the AGM and Pre-conference / conference / symposium / events in the region.
- Must be computer literate and have access to email.

3. Secretary

- Organise and arrange committee meetings, distribute agenda and take minutes at meetings
- Record and maintain the membership list
- Follow up on membership renewals
- Advise National office when amendments are required to be made to membership details
- Distribute membership forms on request
- Must have unrestricted access to e-mail

4. Treasurer

- Keep record of all financial transactions made
- Submit regular financial reports to the chair
- Assist with the compilation of the SAPCON Newsletter
- Assist with the organization of the AGM and Pre-conference / conference / symposium / events in the region
- Accounting background recommended
- Must be computer literate

5. Additional member

- Assist any of the SAPCON EAST Region committee member when required