REQUEST FOR NOMINATIONS OF HONORARY OFFICERS

Nominations are invited for the appointment of the Honorary Officers of the North West Branch of ASSIST (the Association for Informatics Professionals in Health and Social Care).

If you wish to nominate someone for one or more of these Honorary Offices, please complete the attached form (photocopy it if necessary) using one form for each nomination and return it to Michael Morris by 11am Thursday 9th July, 2009. Alternatively, submit to Michael Morris in person at the AGM before the start of the meeting.

OUTLINE JOB DESCRIPTIONS

The following information is provided to give an indication of the responsibilities of each Honorary Office.

BRANCH CHAIR

The Chair of the Branch shall:

- Facilitate meetings of the Committee and Branch meetings
- Represent the Branch on the National Council
- Ensure, with the Secretary, the effective functioning of the Branch
- Act as a focal point for Branch publicity and for contact with other associations and organisations

VICE-CHAIR

The Vice-Chair of the Branch shall:

- Act as a deputy to the Chair at meetings of the Committee and Branch meetings
- Represent the Branch with, or as agreed separately from, the Chair
- Support the Chair in their role as focal point for Branch publicity and for contact with other associations and organisations

BRANCH TREASURER

The Treasurer of the Branch shall:

- Liaise with National Council Treasurer to ensure that a Branch budget is established.
- Maintain proper records and prepare a Statement of Accounts for submission to the AGM of Branch members and at regular intervals to the Committee

BRANCH SECRETARY

The Branch Secretary shall:

- Send in due time notices of all meetings to those entitled to receive them
- Normally attend all meetings of the Committee and Branch meetings
- Maintain minutes of all meetings and circulate them to Committee members and the Secretary of the National Council
- Promptly answer any questions raised by the National Council or the Secretary of the National Council
- Receive correspondence addresses and send to the Secretary of the National Council
ASSIST North West Branch

OFFICER NOMINATION FORM

We wish to nominate and second the following North West ASSIST Branch member:

Name ________________________________

For the Honorary Office of Chair / Vice-Chair / Treasurer / Secretary (delete as applicable)

Nominated by (ASSIST member):

Name (print) __________________________ Signed __________________________

Seconded by (ASSIST member):

Name (print) __________________________ Signed __________________________

To be completed by the nominee:

I agree, if elected, to serve in the office indicated above, in accordance with the duties outlined and the Rules and Constitution of the Association (available on request).

Name (print) __________________________ Signed __________________________

Date __________________________

Photocopy this form as necessary

Please return this form by 11 am Thursday 9th July 2009, to Michael Morris via email at: michael.morris@merseycare.nhs.uk or fax to 0151 471 2679.
Alternatively, submit in person at the AGM before the meeting commences.