



GPSN Application Form 2023

Photo

Nominee name: _____

Email Address: _____

Position(s) you are nominating for:

- Chair/Co-Chair
- Secretary
- Treasurer

Max total word limit: **150 words**

Why I am applying?

Relevant experience:

Please submit form to the current Exec team at: undsyd@student.gpra.org.au



GPSN CHAIR

Job Description 2023

Call for nominations

Job Description

GPSN Chair

- Leads the executive and committee team for GPSN at Notre Dame
- Acts as liaison between the local club and National Executive
- Participates in monthly National Teleconferences with the National Executive
- Attendance at National GPSN Councils
- Supports all other committee members in their roles

Applications should include

- Please fill in the *Application Form Provided* which contains:
 - Nominee name
 - Email address
 - A short explanation of why you are applying and relevant experience
 - Maximum length **150 words**

Any further questions can be directed to the outgoing Chair via email as below.

Or contact the current Chair via Facebook – Kiahla Arnold or Connie Malliaras

Email Applications to: GPSN Exec Team: undsyd@student.gpra.org.au



GPSN TREASURER

Job Description 2023

Call for nominations

Job Description

GPSN Treasurer

- Ensure the fiscal accountability, transparency and efficiency of GPSN, including the meeting of regulatory requirements and identification of significant financial risk
- Responsible for the administrative duties relating to the finances of GPSN and their authorization, including reimbursements, the use of money for regular activities and generating invoices on behalf of GPSN.
- Coordinates the official processes of Society operations including bank account
- Report frequently to the Executive on the financial status of GPSN.

Applications should include

- Please fill in the *Application Form Provided* which contains:
 - o Nominee name
 - o Email address
 - o A short explanation of why you are applying and relevant experience
 - o Maximum length **150 words**

Any further questions can be directed to the outgoing Chair via email as below.

Or contact the current Treasurer via Facebook – Liv Taylor

Email Applications to: GPSN Exec Team: undsyd@student.gpra.org.au



GPSN SECRETARY

Job Description 2023

Call for nominations

Job Description

GPSN Secretary

- Sets up meetings and writes up the agenda for each meeting
- Records minutes during each meeting and uploads to GPSN Google Drive
- Coordinates the events calendar and event logistics (supporting the Chair, Vice Chair)
- Monitors the GPSN email account, and alerts relevant committee members of directed emails

Applications should include

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 - Maximum length **150 words**

Any further questions can be directed to the outgoing Chair via email as below.

Or contact the current Secretary via Facebook – Thisun Gunasena

Email Applications to: GPSN Exec Team: undsyd@student.gpra.org.au