

### EXECUTIVE COMMITTEE NOMINATION FORM

Name	First	Last
Residential Address		
Address	mobile	email
Community/Ethnicity		CIC member - Yes / No

To support your claim to represent a community / ethnicity please provide a brief statement of your services to that community (if any) for inclusion in CIC email to its members. Tell us what you did rather than the positions you held. Attach a further page should you require more space.

I am willingly applying for one position of the executive committee member in the next election. By offering my nomination for election to the current Executive Committee, I agree to abide by all the rules and regulations of the CIC. I further pledge to work cooperatively and diligently to achieve the aims of CIC and to serve the needs of the Muslim community. I have also completed, read and agreed to the conditions and responsibilities outlined on page 2 of this form.

Signature	Date
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Two life members of Canberra Islamic Centre must second this nomination.

Name	Signature	Date

For CIC use only:

The application received by: (name) \_\_\_\_\_ on (date) \_\_\_\_\_

Membership checked: Life Member ( ) Foundation Member ( ) Non Member ( )

Additional relevant information gathered for the prospective candidate (if any):

Before nominating yourself please note the relevant sections of the CIC Constitution dealing with conflict of interest, in particular clause 14. Please provide details below of any Executive positions you currently hold in any other association.

Name of the organisation(s) ..... Title of current position(s): ..... End date of position .....

Note that information provided by prospective candidates will be provided to CIC members as part of the election process leading up to the election of the new Executive Committee and AGM.

Please also complete the following self-assessment checklists and tick the boxes about your commitments and the demands on you and on your time before you make a decision to nominate yourself. This document becomes an agreement between you (if elected) and CIC.

#	Self-assessment check list	Yes
1	Are you presently residing in Canberra or Queanbeyan region are and prepared to commit on an average of minimum 4 hours per week either on daily basis or on weekends for the next 12 months? In case of bigger activities such as Ramadan, Eid functions, Cleanings, Open days etc the demand of time can exceed this limit. After family and your paid-up job, CIC is expected to be your third priority and your tasks, either assigned or voluntarily taken by you, will have to be completed within specified deadlines?	
2	Are you prepared to chair a sub-committee to carry on specialised tasks carried by CIC such as Centre management, Masjid, Education, Grants, funds collection, food bazaar, marketing of CIC etc? These tasks are not defined in terms of duty statement or areas of responsibility but they need to be done in a timely and diligent manner taking initiative and showing dedication.	
3	Are you prepared to sign an undertaking that information that you would be privy to will remain confidential and that all work-related materials [papers, electronic documents etc] will be in trust with you and would be returned at the end of your committee membership?	
4	Are you prepared to attend a minimum of 80% of all Executive Committee meetings and carry on the action tasks resulting from such meetings?	
5	Are you prepared to participate in discussions relating to policies and actions, without fear and prejudice in the EC meetings and would carry out that course of actions decided by the Executive Committee even if the decision runs contrary to your own personal point of view that you may have expressed during the meeting?	
6	Are you prepared to extend the same courtesy, respect and consideration to others committee members that you would expect to be extended to you by others in the committee?	
7	Are you prepared to volunteer of your own initiative to participate in getting a CIC task done even if the task is the responsibility of another Executive Committee member's responsibility?	
8	Do you agree not to disclose Executive Committee internal communication to external parties without proper consent of the Executive Committee?	
9	Do you agree to accept and cooperate in implementing the collective decisions taken by the Executive Committee even if you differ in opinion on those matters?	
10	Do you agree not to discriminate against any member of CIC or wider Australian community based on their gender, colour, race, or religious beliefs? And you will be patient and respectful of other point of views even if you do not agree with it.	
11	Do you agree not to engage in any violent behaviour verbal or physical while holding an Executive Committee position and shall always promote harmony and a peaceful environment at CIC?	

I understand and have read the checklist above (sign and date) \_\_\_\_\_