



Executive Committee Nomination 2018-19

Surname: First Names:

Full Address:

Phone No: Mobile No:

Email Address:

Community/ Ethnicity: Current CIC member: Yes No

Please provide a brief statement of your services provided to the (Muslim, ethnic or general) community (if any) for publication in the CIC Newsletter. Tell us what you did rather than the positions you held. Attach additional pages 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 agree to the conditions and responsibilities outlined on the next page of this form.

Signature: Date:

Two life members of Canberra Islamic Centre must second this nomination (please print name, sign and date):

(1) Date:

(2) Date:

Please submit the completed nomination form for current Executive Committee consideration latest by close of business on Friday 09 October 2015 personally in CIC drop box, emailing to: info@cic-anil.org.au or by mailing to the Secretary, Canberra Islamic Centre, PO Box 7175, Greenway, ACT 2900.

For CIC use only:

The application was received by: _____ on _____

Membership checked and found as Life Member Foundation Member Not Member

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



Before nominating yourself please note the relevant sections of the CIC Constitution, particularly Clause 13.19 that deals with **conflict of interest**. Please provide details below of any Executive positions you currently holding 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 demand on you and on your time before you make a decision to nominate yourself.

1. Are you presently residing in Canberra or Queanbeyan region 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, the demand of time can exceed this limit. After family and your paid-up job, CIC is expected to be your third priority and tasks assigned to you, either assigned or voluntarily taken by you, will have to be completed within specified deadlines. **Yes** **No**
2. Are you prepared to chair a sub-committee to carry on specialised tasks carried by CIC such as Radio CIC, Construction/development activities, Education, Centre Management, Funds/Donation 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. **Yes** **No**
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? **Yes** **No**
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? **Yes** **No**
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 is contrary to your own personal point of view that you may have expressed during the meeting? **Yes** **No**
6. Are you prepared to extend the same courtesy, respect and consideration to other committee members that you would expect to be extended to you by others in the committee? **Yes** **No**
7. Are you prepared to volunteer in your own initiative to participate in getting a CIC task done even if the task is the responsibility of another Executive Committee member? **Yes** **No**
8. You agree not to disclose Executive Committee internal communications to external parties without proper consent of Executive Committee. **Yes** **No**
9. You agree to accept and cooperate in implementing the collective decisions taken by the Executive Committee despite your own difference of opinion on those matters. **Yes** **No**
10. You agree not to discriminate any member of CIC and wider Australian community based on their gender, color, race, or religious beliefs. You will always be patient and respect others point of view even if you do not agree with it. **Yes** **No**
11. You agree not to be engaged in any violent behavior verbal or physical abuse while holding an Executive Committee position and shall always promote harmony and peaceful environment at CIC. **Yes** **No**

I carefully read, understood and completed the checklist (sign and date).....