



## AUSTRALIAN NANNY ASSOCIATION OFFICIAL COMMITTEE NOMINATION FORM 2018/19

All nominations must be approved by the ANA Committee prior to acceptance.

All nominations will be voted on at this year's ANA Annual general meeting. Nominees must be ANA members and have held membership for 12 months. To hold an executive committee position, nominees must have previously held a Sub-committee position for 12 months.

To be voted in as president, nominees must have previously held an executive position for 12 months. Nominees must attend the AGM to be voted in. Nominees not in attendance may be voted in after the AGM, if no other nominations have been put forward.

In the case that 2 or more people nominate for the same role, this role can be shared if agreed upon by executive committee and nominees. The AGM 2018 will be held on the 13/10/18 at 5pm at the Novotel, St Kilda, Melbourne, after the ANA convention. All committee positions are a 12-month commitment

I, \_\_\_\_\_  
(print name) wish to nominate myself for the below position(s):

EXECUTIVE COMMITTEE – OFFICE BEARING POSITIONS Exec nominees must have held a sub-committee position for 12 months continuously previously	Please tick
President (Must have been an ANA member for 1 year & held an ANA exec committee position previously)	
Vice President	
Secretary	
Treasurer	
Public Officer (must reside in NSW)	
Immediate Past President	
SUB-COMMITTEE – NON OFFICE-BEARING POSITIONS Sub-Committee nominees must have held 12 months continuous ANA membership	
Nanny Membership Officer	
Nanny Representative (one from each state) Please circle the state/territory you wish to represent VIC/NSW/QLD/SA/WA/TAS/NT	
Nanny Representative Co-ordinator	
Agency Membership Officer	
Social Media Officer	
Business Family Individual Supporter Membership Officer	
Newsletter Officer	
IT Officer	
Media Officer	
ANA Convention and NAW head planner	
Convention and NAW Planning Committee Member (this is a sub-committee group)	

Please answer the following questions.

Why do you want to join the committee?

What do you hope to achieve in your nominated position?

Do you have experience with WordPress? If so, please provide details

Do you have experience with Canva and or social media? If so, please provide details.

Please provide a Bio and attach a Head shot of yourself. Head shots can be done with a good quality phone camera, if possible have someone take the photo for you. Bio's and photos will be used to announce the new committee and be displayed on the ANA website. Things to include in your BIO - your experience, qualifications, what your passionate about.

For a brief description of positions please see attached Appendix 1.

Signed:

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Date: \_\_\_\_|\_\_\_\_|\_\_\_\_

Nominations need to be received by the 8<sup>th</sup> October 2018.

PLEASE SCAN/PHOTOGRAPH OR REPLY TO THIS EMAIL WITH YOUR NOMINATION:  
[nominations@australiannannyassociation.org.au](mailto:nominations@australiannannyassociation.org.au)

## Appendix 1: Committee Position descriptions (volunteers)

# EXECUTIVE COMMITTEE POSITIONS

### President

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The President is the leader of the committee, they lead the committee in strategies, targets and goals for the year. They ensure appropriate delegation of assignments and task management is spread throughout the committee. It is also their role to follow up task completion.

- Official spokesperson for ANA
- Attending official meetings
- Managing and delegating communication to media
- Act as chairperson for ANA meetings
- Answer ANA phone calls

### Vice President

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The Vice President is the sidekick of the President. Working closely throughout the year, they support the president in leading the team to ensure tasks are delivered on time. The Vice president steps up to fill in the President's role when they are unavailable.

- Official spokesperson for ANA
- Attending official meetings
- Managing and delegating communication to media
- Act as chairperson for ANA meetings
- Answer ANA phone calls

### Secretary

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The secretary runs the operations and day to day management of the association. They are the first point of contact for ANA enquiries and work closely with the President and Vice President to make sure all urgent or important actions are delegated/ dealt with in a timely manner.

- Manage the enquiry email and respond to enquiries
- Schedule monthly meetings via the committee Facebook page
- Follow up on RSVPs for meeting and post a reminder on the day of the meeting to the committee FB group
- Create agenda for meetings
- To take minutes at ANA meetings and distribute to committee thereafter.
- Ensure each member gives acknowledgement of having read the minutes.
- Create an action list if required after meeting commenced and at the beginning of each meeting mark of completed tasks.
- To distribute information to members as necessary
- To report details of enquiries to the committee weekly for urgent matters and monthly for non-urgent matters.
- Answer ANA phone calls if President and Vice President are unable to

### Treasurer

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The Treasurer is charged with overseeing the management and reporting of the Association's finances. They also

- Manage the ANA bank account
- Budgeting and forecasting for upcoming expenses and profit
- Report profit and loss statements at monthly meetings
- Be familiar with transaction software ([PayPal](#) and [TicketBooth](#))
- Process reimbursements for committee's expenses

### Public Officer

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The Public Officer is channel for information flow between the Association and the regulator. They ensure the Association adheres to regulations

- To manage member records and other formal documents

# WORKING COMMITTEE POSITIONS

## **Immediate Past President**

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Consulting, mentoring and support on an 'as needed' basis to the office bearers and other committee members in addition to back up of president and vice president (if they are unable to make meetings / media) etc.

## **Nanny Membership Officer**

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- To manage nanny members and ensure they are complying with ANA standards by way of random auditing.
- Complete new membership applications
- Come up with ideas to expand membership
- Administrate ANA Facebook group with the help from Agency Rep and Exec.
- Add and welcome new members into the ANA group
- Remove members who do not renew from ANA group.
- Email new members their representative details.
- Create 4 social media marketing campaign fliers for nanny membership per year.
- Contact nanny members for social media content.

## **Nanny Rep Coordinator (can be a state nanny rep)**

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- Co-ordinate events and follow up progress.
- Assist nanny reps with planning
- Main nanny representative
- Be an active member of ANA Facebook group

## **Nanny State Representatives (one or two positions per VIC/QLD/NSW/SA/WA/NT/TAS)**

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- To represent the nannies in your state/territory and be available if they have any ideas, questions and or concerns. The nanny representative can then present this information to the ANA committee for review, consideration and possible implementation.
- Assist to organize state-based events – 2 nanny networking events & 1-2 nanny playdates per year outside of NAW and Easter.
- Must attend and help organize/plan the Easter picnic and Nanny Appreciation week picnic.
- Organise with help from other committee members one professional development for your state.
- Engage your state-based nanny community and create awareness of the ANA and your role.
- Share ANA news and events in social media groups and pages for your state
- Create Social Media fliers for your events.
- Give ANA social media coordinator any content relevant and helpful to the nanny community in your state.
- Be active member of the ANA member Facebook group.

## **Agency Membership Officer**

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- To manage agency members and ensure they are complying with ANA standards by way of random auditing.
- To represent agencies and be available if they have any ideas, questions and or concerns. The agency representative can then present this information to the ANA committee for review, consideration and possible implementation.
- Come up with ideas to increase membership
- Create 4 social media posts per year to promote membership.
- Advise social media of new members for promotion.
- Email members for social media content.

## **IT Officer (one or two positions available)**

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- Competent in [WordPress](#)
- Website changes
- Work in conjunction with Social Media and Marketing Officer
- Add content as passed on by committee
- Manage a change over to the new portal.

### Newsletter Officer

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- Competent in [MailChimp](#)
- Gather information from members quarterly
- Maintain subscription list
- Coordinate with Membership Officers to ensure list is up to date
- Draft newsletter for approval and publishes it quarterly
- Share newsletter on social media for promotion

### Social Media

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- Competent in [Canva](#)
- Competent on Instagram and Facebook
- Respond to Facebook enquiries
- Build images based on campaigns passed on by committee members
- Build and brainstorm different campaign ideas to run on multiple different social platforms
- Manage and implement a strategy for gaining online followers for the ANA
- Engage with committee members to brainstorm different content and campaigns
- Create a social media marketing plan and delegate image creation to relevant committee members.
- To work with the IT Officer to communicate any changes to the website
- Create regular posts with relevant and engaging content (articles, memes, Gifs etc)
- Maintain ANA theme, goals and appearance with all social media posts

### Media

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- Work in conjunction with Executive Committee to build approved campaigns
- Work with the Social media representative to build and execute campaigns
- Engage with key business partners and stakeholders to maintain and expand relationships on behalf of ANA members.
- Be spokesperson for the ANA and engage with journalists on radio and TV to promote ANA as enquires come in
- Well spoken, charismatic and passionate about the industry (experienced preferred)
- Ensuring all communication with media is based purely on the ANA and falls in line with our constitution.
- To seek out families and nannies willing to address the media, collate and manage names and details in a list
- To contact families and nannies on list in a short period for same day dispatch to journalists as required
- To prepare articles of interest or blogs for media and supporter member businesses as required or requested (typically under 500 words/ one page); may include newsletter contributions

### Convention and NAW Head Planner (2 positions)

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- Work together with Exec committee and Nanny/Agency reps with upcoming committee
- Coordinate and motivate committee planning team.
- Delegate tasks to planning committee members.
- Work together with Social Media and website/IT for content
- Create social media posts and marketing plan.
- Schedule meetings to coincide with planning stages and organise with committee via Facebook.
- Work with Nanny reps and oversee Nanny appreciation week picnics.
- Source event ideas, locations and community/business partners.
- Create Events on social media
- Create Eventbrite/Ticketbook ticketing

### Sponsorship coordinator

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- Create a list of Sponsors to target for the convention
- Delegate sponsors to different committee members to approach
- Build resources, templates and documents for committee to use to approach sponsors
- Once sponsors are on board, nurture and connect with them
- Check off and ensure all sponsor benefits are met on the convention day
- Coordinate with Newsletter and social media representative to ensure all shout outs occur
- Engage with sponsors on the day

**Family Membership/Business/ Supporter Officer & Representative (one or two people)**

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- To manage business/ family members
- To monitor the family and business email account for incoming applications
- To support the ANA in promoting proper employer requirements to families who hire nannies, and encourage membership where possible.
- To represent family members and families engaging nannies and be available if they have any ideas, questions and or concerns. The family representative can then present this information to the ANA committee for review, consideration and possible implementation.
- Support business members.
- Contact members for social media content
- Provide Social media with 4 promotional membership images per year.

**Convention and NAW Planning committee - sub committee group (open to all ANA members and committee members.)**

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- Work with the head planner and complete delegated tasks.
- Work as a team with convention planning committee
- Help source presenters.
- Contact business for sponsorship, goody bag donations and display tables.
- Assist with Marketing. Share on social media, engage your nanny community.
- Work as a team on the day to help the event running smoothly.