

## INSTRUMENT OF APPOINTMENT

### GUNDAROO COMMUNITY ASSOCIATION VILLAGE MONUMENTS SUBCOMMITTEE

In accordance with the Gundaroo Community Association (GCA) Constitution and the resolution of the GCA Committee passed on the 6<sup>th</sup> of July 2005, the GCA hereby authorises the establishment of a *Village Monuments Subcommittee*.

**The GCA Village Monuments Subcommittee is the recognised Gundaroo community forum for management of the Village Monuments and all associated activities and events.**

Functions delegated to the GCA Village Monuments Subcommittee include:

- Management of monument works including preservation, restoration and upkeep;
- Organisation of associated activities and events (such as ANZAC Day);
- Corresponding with stakeholders who influence the viability of the Monuments;
- Sourcing funds, materials and person-hours required to manage the Monuments;
- Developing proposals for GCA expenditure related to Monument activities;
- Developing proposals for grants from Government and non-Government entities;
- Maintain links with National & regional historical & veterans organisations;
- Maintain links with like-minded organisations;
- Coordination and promotion of research and education related to the Memorials and the individuals associated with them.

Requirements of the GCA Village Monuments Subcommittee:

- Subcommittee activities are to comply fully with the GCA Constitution;
- All Subcommittee members are to be current financial members of the GCA;
- Office bearers of the Subcommittee (President, Secretary & Treasurer) are to be elected at the first Subcommittee Meeting held annually after the GCA AGM;
- Office bearers of the Subcommittee are to be confirmed by the GCA Committee;
- Proceeding of the Subcommittee are to be maintained in summary format and submitted to the GCA and retained for a period not less than five years;
- All funds raised or otherwise held by the Subcommittee are to be lodged with the GCA Treasurer;
- All expenditure proposals by the Subcommittee are to be lodged in writing to the GCA Treasurer with endorsement of the Subcommittee Treasurer and one other office bearer.

Phillip Langworthy  
President  
Gundaroo Community Association INC

August 2005