**Nomination form**Events Secretary of the Fleet House Lights Blues Club - 18/19

**Instructions for the use of this form:**

* All nominees for any committee office must be a member of the Club and in good standing.
* All Proposers and Seconders must be members of the Club and in good standing.
* All questions on this form must be completed even if the answer is, for example, N/A.

**Events Secretary Purpose:**

* To oversee event planning and ensure the smooth running of club events.

**Events Secretary Responsibilities:**

* To aid, oversee and assist in the planning of events from start to completion.
* Maintain each event is running to schedule.
* To create ideas for events and functions.
* To manage the flow of information between event organisers and the Secretary, for PR and Marketing purposes.

**Name of Nominee:**

**Name of Proposer:**

**Name of Seconder:**

**Lodge Name / Number:**

**Signed:**