



business fleurieu coast

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2025/2026 Committee Nomination Form

Thank you for your expression of interest in serving on the Business Fleurieu Coast Committee. Please complete the following form and return it via email to hello@businessfleurieu.com.au

The Committee is a volunteer role that meets monthly, either face-to-face or via Zoom. Committee members provide input based on local business and tourism priorities, surveyed membership data, and implement activities that align with BFC's mantra of "Connect, Support, Grow."

Nominee Details:

- **Name:**
- **Email:**
- **Address:**
- **Phone:**
- **Committee Role:**
- **Date:**
- **Signature:**
- **LinkedIn Profile (Optional):**
- **Declaration:**

I, _____ (name), express my interest in serving on the Business Fleurieu Coast Committee for a minimum of one year. I understand that appointments will be made on the recommendation of the selection panel, which consists of at least three current committee members. I acknowledge the requirement to attend at least one committee meeting per month as per the constitution.



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Committee Role Descriptions:

1. Chairperson

- **Hours per Month:** 20
- **Responsibilities:** Lead strategic direction, run meetings, connect with the community, key stakeholders, compile reports, advocate, and contribute to projects.
- **Benefits:** Lead and shape community initiatives, enhance leadership skills, network with key stakeholders.

2. Vice Chair

- **Hours per Month:** 6
- **Responsibilities:** Assist the Chair, support the committee, run meetings in Chair's absence, drive communications & actions between meetings.
- **Benefits:** Develop leadership skills, play a key role in decision-making, gain visibility in the community.

3. Secretary

- **Hours per Month:** 5
- **Responsibilities:** Organize meetings, minutes, agendas, email correspondence, liaison with committees.
- **Benefits:** Develop administrative skills, play a central coordinating role, engage deeply with the community.

4. Treasurer

- **Hours per Month:** 3
- **Responsibilities:** Manage finances via Xero, handle invoices, financial reports, liaise with consultants for insurance renewals and audits.
- **Benefits:** Enhance financial management skills, contribute to organizational financial health, leadership recognition.

5. Membership Coordinator

- **Hours per Month:** 8
- **Responsibilities:** Drive membership promotions, manage records, communicate with members, update digital board, compile reports.
- **Benefits:** Build networking opportunities, directly engage with the community.

6. Events Coordinator

- **Hours per Month:** 6
- **Responsibilities:** Plan and organize events, coordinate with Membership and Communications roles.
- **Benefits:** Lead event planning and execution, enhance project management skills, become a community connector.



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Committee Role Descriptions Cont'd:

7. Digital Coordinator

- **Hours per Month:** 10
- **Responsibilities:** Manage social media and website content, liaise with promotional partners, create digital content.
- **Benefits:** Spearhead BFC's digital presence, advance in digital marketing and public relations, reach a broader audience.

8. Communications Manager

- **Hours per Month:** 5
- **Responsibilities:** Manage public relations, community calendar, and newsletter
- **Benefits:** Master communication strategies, amplify BFC's voice, engage effectively with media and the public.

9. Sponsor & Community Relations Coordinator

- **Hours per Month:** 4
- **Responsibilities:** Engage with sponsors, manage relationships, assist the Chair with community connections.
- **Benefits:** Strengthen community and sponsor relations, secure vital financial support, enhance BFC's local impact.

10. BTA Ambassadors/Advisors

- **Hours per Month:** Variable
- **Responsibilities:** Advise on projects, promote BFCa. No committee voting rights.
- **Benefits:** Flexible involvement, contribute according to availability, ideal for those with limited time but a strong desire to contribute.