

# Nomination Form

## RDAQ Management Committee 2026 - 2027



### To nominate yourself or another candidate:

1. Complete the nomination form below. (To nominate you must be a financial ordinary or honorary life member)
2. Ensure YOU sign this form and that BOTH members proposing your nomination also sign this form.
3. Attach a **one-page biography** and **headshot** photograph for distribution at the AGM for members' consideration. Ensure biography does NOT contain personal contact information.
4. Email the completed form to [membership@rdaq.com.au](mailto:membership@rdaq.com.au) **by 12pm on Saturday 20 June 2026**  
Nominations must be returned by email. **DO NOT** fax or post the nomination.

**The candidate and proposing members must all be a financial ordinary or honorary life member of the Association by 12:00 (NOON) 20 JUNE 2026.**  
If you require assistance identifying eligible members to propose and second your nomination, email [membership@rdaq.com.au](mailto:membership@rdaq.com.au) at least 24 hours in advance of the deadline for assistance.

To attend and vote at the Annual General Meeting:

- **The Annual General Meeting will be held on Saturday 27 June 2026 at 3:00 pm (arrive at 2:50pm)**
- Members can attend in person on Level 1 - Pullman Cairns International Hotel OR ONLINE.
- If a ballot is required, the RDAQ team will provide all financial members with voting instructions for the election. Voting will be conducted online.
- Please check your notice of meeting for instructions on proxy voting, online attendance or eligibility.

We, the proposers		
	First proposer	Second proposer
Full Name		
Email		
Mobile		
Signature / Digital Signature		

Nominate			
Name of candidate			
Mobile of candidate		Email of candidate	

who is a financial ordinary or honorary life member of the Association, as a candidate for election to the Management Committee for 2026-2027 for the following position/s:

	<b>PRESIDENT-ELECT*</b>
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	<b>SECRETARY</b>
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*\*Note: The elected President-Elect from the 2026 AGM will be confirmed in 2027 as President for 2027-2028 term.*

	<b>TREASURER</b>
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	<b>COMMITTEE MEMBER</b>
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<b>I, the candidate, accept this nomination:</b>	Signature / Digital Signature	
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**TEXT 0400 428 213 or EMAIL [membership@rdaq.com.au](mailto:membership@rdaq.com.au)  
If you are experiencing difficulties completing or submitting this form.**

# Roles and responsibilities for RDAQ Management Committee Members

Practicing rural doctors are encouraged to nominate for a general management committee position. In order to be eligible to stand as general committee member of the RDAQ Management Committee, nominees must be: (a) a medical practitioner currently engaged in private, community or public practice; and (b) a financial ordinary or honorary life member of RDAQ.

## **President**

The RDAQ President acts as the official spokesperson and senior representative of RDAQ. The President will work closely with the Management Committee members and the General Manager to set vision and policy for RDAQ and will ensure the views of the membership are represented at the state level and federal issues are escalated to the national body. The President chairs the Executive Management Committee (EMC).

## **President Elect**

In addition to the duties of ordinary committee members, the President-elect will assist the President with external meetings to gain experience in the role of President. The President-elect is a member of the Executive Management Committee (EMC). President-elect is confirmed as President at the following year's AGM. (The role is a three (3) year commitment.

## **Immediate Past-President**

In addition to the duties of ordinary committee members, the Immediate Past-President will assist the President with external meetings to provide continuity and support to the President and President-elect. The Immediate Past-President is a member of the Executive Management Committee (EMC).

## **Secretary**

In addition to the duties of ordinary committee members, the Secretary will ensure that appropriate correspondence, records and minutes are kept. Further they will assist the President in meeting procedures and constitutional matters. The Secretary is a member of the Executive Management Committee (EMC).

## **Treasurer**

The Treasurer will oversee the financial reports to the monthly Management meetings and present the Association's Financial Report to the AGM. The Treasurer is a member of the Executive Management Committee (EMC) and is chair of the Finance and Review Committee. The Treasurer the nominee must be available to process payments and return them to administration within a reasonable period of time.

## **Committee Members**

RDAQ Management Committee Members (non-executive) shall participate in regular management committee meetings, consider materials out of session to manage governance, policy and strategy of the Association. On delegation from the President, Management Committee members may represent RDAQ and act as the President's delegate but otherwise do not speak for the Association.

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## **Term of Office**

Each office bearer and Committee member shall:

- (a) take office for the term of one year commencing at the conclusion of the Annual General Meeting in the year of their appointment; and
- (b) make an ongoing commitment to be available for regular monthly meetings of approx 2 hrs duration to manage the business of the Association.
- (c) executive committee members may be required to meet more frequently and able to commit to the additional duties required of their position as above.

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## **Further information**

RDAQ maintains current public and association (including directors) liability insurance. Confirmation of this will be made available to all candidates for executive and non-executive Management Committee positions. The current Rules of Association can be viewed [here](#).