

Nomination Form for the position of Secretary of the Working Group on Multicultural Library Services (NSW)

The Secretary prepares the agenda and minutes of the WGMLS. The minutes are checked and approved by the Chairperson they are then circulated to members of the working group.

- The Secretary retains official files of the Group.
- The Secretary maintains a current list of all members including their contact details.
- The Secretary is responsible for updating information relating to the WGMLS on the NSWPLA website.
- Book the venue for the AGM at the State Library of NSW

I would like to nominate:

for position of Secretary of the Working Group on Multicultural Library Services. (NSW).

Signed

Dated
