



## **NOM PROJECT CHAIRPERSON NOMINATION FORM**

Position to be nominated:	
Name of Nominee:	
Chapter:	
Correspondence Address:	
Telephone (Office/Mobile)*:	
Telephone (Home):	
Year joined JC:	
Email:	

**Please list out JC experience and offices served by the nominee in the spaces provided below:**

	Year	Position	Details of JC Experience
<b>LOM</b>			
<b>NOM</b>			
<b>JCI</b>			

### **Guideline to the NOM Project Chairperson:**

- NOM project chairperson is responsible for leading the organizing committee to implement the assigned project. While leading the project, the chairperson has to:
- conduct meetings in a fair and proper manner;
  - allocate jobs among committee members;
  - oversee execution of the project/task;



- manage and supervise the committee;
- liaise with all parties concerned;
- offer back-ups to committee members; and
- ensure the finalization of statement of account of the project.

On behalf of the National Board, a NOM Project Supervisor will be appointed by National President to monitor the project. Project chairperson is requested to report to this supervising officer. Any out-going correspondence to the outsiders should be approved by the supervising officer. Final decision of any action taken by the organizing committee is subject to the approval of the supervising officer.

**While the evaluation meeting of project should be held within a month after the completion of the last event of the project, the I/E Statement should be finalized before the meeting and be adopted by the organizing committee. The adopted I/E statement should be presented to the National Board for final approval, together with all supporting documents and the project file should be submitted to the supervising officer within two months after the evaluation meeting.**

**Upon request, the Chairperson should present the progress report of the project, from time to time, to the National Board. After the completion of the project, the chairperson should also present the final report as well as the finalized statement of account to the supervising officer.**

**Endorsement of nomination:**

Endorsed by: \_\_\_\_\_ Signature: \_\_\_\_\_

LOM PRESIDENT OF: \_\_\_\_\_ Date: \_\_\_\_\_

**Acceptance of nomination:**

Nominee: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This nomination form should be submitted to National Secretary General.**