

CHANGE OF OFFICE BEARER FORM

PLEASE NOTE – ONLY CURRENT LISTED OFFICE BEARERS CAN COMPLETE THIS FORM

Name of Club/Society – _____

Name of Office Bearer authorising changes – _____

Please complete **EITHER** section 1 or 2 depending on whether you are adding a new Office Bearer or providing details on the replacement of an existing Office Bearer. A separate form should be completed for each office bearer you wish to add or change.

SECTION 1 – ADDING A NEW OFFICE BEARER

Name of new Office Bearer:

Position:

Student Number:

Mobile Number:

Are they to be a CTT Contact? YES/NO (please circle)

If you answered **YES**, please note you can have a **MAXIMUM** of three CTT contacts. If you have three already this person cannot be added unless you state here which contact they are replacing: _____

SECTION 2 – REPLACEMENT OF EXISTING OFFICE BEARER

Name of outgoing Office Bearer:

Outgoing Office Bearer's position:

Name of new Office Bearer:

New Office Bearer's position:

New Office Bearer's Student Number:

New Office Bearer's Mobile Number:

Replacing as CTT Contact? (only applicable if outgoing Office Bearer was a CTT Contact) – YES/NO (please circle)

FOR OFFICE USE ONLY – tick each box when complete

Name of club/society provided

Person submitting form is current office bearer

Update society's affiliation forms (score out outgoing office bearer – don't Tipp-Ex. If no room to add new office bearer, refer to back office)

Update CTT/HEAR/Distribution List with relevant details

File this form at the back of the society's affiliation forms

STAMP DATE RECEIVED