



## SANDY BAY PARK RESIDENTS ASSOCIATION

([sandybayparkra@gmail.com](mailto:sandybayparkra@gmail.com))

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Dear Residents,

The Sandy Bay Park Residents Association (SBPRA) 2026/27 Committee's current tenure is soon coming to an end. The current Executive Committee members are now standing down. This gives other association members the opportunity of standing for a position on the executive committee and also to be an associate committee member. The RA now requests nominations from any member who wants to participate and stand for election in the forthcoming selection process.

\*\*\*All Committee positions are included in the election.

If you are proactive, enthusiastic and a committed person who wants to help the residents of Sandy Bay and can provide any of the following:

- A representative voice to influence decision making that affects yours and your neighbours' homes and the way of life on Sandy Bay.
- Give advice and information to residents if needed
- Willing to help increase the sense of belonging to the community
- Want to help to continue the campaign with the Sandy Management team on issues such as the new facilities, Park Security, Park maintenance and many other issues

then please nominate yourself for one or more of the positions by completing a Nomination Form. Please ask any member of the committee for a form, or send an email to [sandybayparkra@gmail.com](mailto:sandybayparkra@gmail.com).

\*\*NOTE – Information about yourself on the nomination form may be included as part of the voting form to enable residents to know who they are voting for and why.

Remember, without an effective committee supported by its members, it will be difficult for individual residents to influence the decisions of Site Management.

If you think you can help and make a difference, please nominate yourself. We have included below the committee roles and responsibilities to assist you on deciding which position to nominate yourself for.

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Nomination forms, can be returned to Tracey Wakeling, The Secretary at 17 Shore Drive.



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### Selection Timetable

- Completed Nomination Form received back by      Tuesday 31<sup>st</sup> March 2026
- Nominees Publish Date                                      Friday 10<sup>th</sup> April 2026
- Voting Date    Thursday 30<sup>th</sup> April 2026
- Results outcome of vote publish Date              Friday 8<sup>th</sup> May 2026
- New Committee in Position                              Tuesday 1<sup>st</sup> September 2026

Annual General Meeting October 2026 – Date to be advised

The Committee Structure - please refer to the Constitution on the RA website by clicking here...  
<https://www.sandybayparkra.com/about-us/sbpra-constitution/>

### Positions of Responsibility, in brief:

**Chairperson:** Provide leadership, plans, chairs meetings, ensures that the committee works well together. A Chairperson should ensure that the SBPRA keeps to its aims.

**Vice Chairperson:** Same as Chairperson, stands in for Chairperson when they are unavailable to take part in committee or SBPRA business.

**Secretary:** Responsible for administration and communication. They set the agenda with the Chairperson, take minutes at meetings, distribute minutes and agendas for meetings, occasionally writes letters on behalf of the SBPRA. Other members of the RA can be nominated to assist the Secretary with their allotted tasks.

**Treasurer:** Oversees the management of any money collected. Pay bills and keep accurate records of money received and spent. The Treasurer works with the committee to carry out financial planning for the year. They ensure that all expenditure is agreed at minuted meetings. They should prepare a financial report and bank statement to the committee at every meeting. At the end of the year, they prepare the final account.

**Committee Member X 9:** A committee member may not have any special title or task, but their presence on the Committee is just as important as that of the office bearers. Some duties of the ordinary members are as follows:

- Attend meetings, Support the work of the association, Vote on issues, Offer suggestions and ideas, and plenty more.

**Associate Members:** To be called upon on an adhoc basis for specific tasks or when specific skills are needed.



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For additional information relating to the roles and responsibilities of the committee, please see the more detailed breakdown (along with the names of the residents who are currently fulfilling those roles, on the RA website by clicking here... <https://www.sandybayparkra.com/about-us/committee/>

Kind Regards

Emmett Larner – Chairman