**

**Shaping Swinburne’s Future Today**

The Entrepreneurial University
The Research Intensive University
Internationalisation
Flexible Learning and Teaching
The Intersectoral Advantage

 *(PLEASE UNDERLINE THE APPLICABLE)*

 **For approval**

 **For information**

|  |  |
| --- | --- |
| **To:** | Swinburne Sarawak Student Council  |
| **From:** | <Please insert your Club’s name><Please insert your Club’s President’s name> |
|
|
|  **Re:** | Office Bearers List For Year <Please insert relevant year> |
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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **NAME** | **POST** | **HANDPHONE**  | **STUDENT ID** | **EMAIL** |
| 1. |  |  PRESIDENT |  |  |  |
| 2. |  | VICE PRESIDENT |  |  |  |
| 3. |  | SECRETARY  |  |  |  |
| 4. |  | TREASURER |  |  |  |
| 5. |  | VICE SECRETARY |  |  |  |
| 6. |  | VICE TREASURER  |  |  |  |
| 7. |  | <ANY OTHER SPECIFIC POSITION> |  |  |  |

**Prepared by,**

…………………………

(Insert Name)

Secretary,

<Insert your club name>

 Date: ………………….

**Examined by,**

……………………….

(Insert Name)

President,

<Insert your club name>

Date: ………………..