

Notice of election for casual vacancy

<company name>

Your policy committee for <name of plan> has a vacancy for an employee (member) representative. Becoming an employee representative gives you or a colleague the chance to become involved in super issues relevant to <name of plan>. The committee meets <once> a year to discuss issues that may affect your super in FirstChoice Employer Super and provide feedback to the Trustee.

If you know someone you think would like to have a say in their super as an employee representative, or if you'd like to be a representative, just complete the <attached/enclosed> nomination form.

Anyone can be nominated as an employee representative as long as they are a member in the company's super plan in FirstChoice Employer Super and employed by <Company Name>.

You can't be nominated if you:

- are not a plan member and employed by <company name>
- have been subject to a civil penalty order
- have been charged with offences relating to dishonesty, or
- are insolvent.

Nominations must be made in writing on the nomination form. All nominations must have a proposer (the person making the nomination) and a seconder (the person supporting the nomination) who must be members in the <plan name>. The person nominated must consent to their nomination by signing the form.

For further information about policy committees, refer to the Policy Committee Guide available within [FirstNet](#).

The current representatives on your policy committee are:

Employer representatives

<name>
<name>

Employee representatives

<name>
<name>

Nominations must be returned to <returning officer> by <date>. Nominations received after <date> will not be valid.