



## **NOTIFICATION TO MEMBERS OF 2021 ANNUAL GENERAL MEETING**

**DATE: Thursday 26 August 2021**

**TIME: 6.00 pm**

**LOCATION: Jerrabomberra Community Centre**  
25/31 Jerrabomberra Pkway, Jerrabomberra

### **AGENDA:**

The business to be transacted at the 2021 Annual General Meeting shall be:

1. To receive the President's Report, Secretary's report.
2. To receive and adopt the balance sheet and accounts of the Club for financial year 2020 / 21 accompanying reports thereon,
3. To elect office bearers and members of the Committee, as per the Constitution, for the following positions:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary; and
  - e. Assistant Secretary/Enrolments
  - f. Ordinary Committee members
4. To appoint an Auditor for the next financial year
5. To transact any other business.

### **AGENDA ITEMS:**

Written notice of any specific items to be placed on the Agenda need to be received or delivered by hand to the Secretary on or prior to **Thursday 5 August 2021** in accordance with the Constitution.

**NOTE:** Members are advised that a General Committee meeting will be held at the conclusion of the Annual General Meeting.

## SUMMARY OF THE DUTIES OF QDDTC COMMITTEE POSITIONS

### **President:**

Is the chief executive of the Club and presides at all General and Committee meetings, whenever possible, and represents the Club at all official functions.

### **Vice-President:**

In the absence of the President, is to carry out all the roles and responsibilities applicable to the President.

### **Secretary:**

Is to exercise and perform all the usual secretarial functions and generally attend to the secretarial work of the club and in particular shall be responsible for:

- (a) Collecting, registering and distributing all incoming and outgoing correspondence;
- (b) Taking minutes of all proceedings of meetings of the Committee and of the Club;
- (c) Maintaining and retaining all the necessary records of the affairs of the Club;
- (d) Keeping a complete record of all awards and honours made at all exhibitions and shows conducted by the Club; and
- (e) Promulgating all notices of meetings to members.

### **Treasurer:**

Is responsible for all financial transactions entered into on behalf of the Club and shall be responsible for:

- (a) Receiving and receipting all monies paid to the Club and cause the same to be paid into the banking account of the Club kept for such purpose within fourteen days of the receipt thereof;
- (b) Keeping all necessary books of account and financial statements as shall be required by the Auditors;
- (c) Preparing the Annual Balance Sheet and Accounts and accompanying reports;
- (d) Submitting financial statements to all meetings of the Committee and of the Club;
- (e) Producing to the Members in General Meeting the cash books and Bank pass book when requested so to do;
- (f) Keeping vouchers for payments authorised by the Club and the Committee; and
- (g) Keeping a true and correct inventory of all property of the Club.

### **Assistant Secretary/Enrolments:**

Assist the Secretary in exercising and performing their duties. Maintaining an enrolment list of all financial members.

### **Committee Members:**

Manage and control the affairs of the Club subject to and in accordance with the provisions of the Constitution. Some of these functions include:

- Trials (Obedience, Agility & Flyball)
- Shop,
- Grounds,
- Publicity and fund raising,
- Communications (Website, Newsletter)
- Training, assessment days, and
- Liaison.

**Note:** *The Executive of the Club includes President, Vice President, Secretary, Treasurer and Assistant Secretary/Enrolments.*



## QUEANBEYAN & DISTRICT DOG TRAINING CLUB INC

### NOMINATION FORM – 2021 / 2022 COMMITTEE POSITIONS

**Applicant's Name:** .....

**Position:** .....

**Nominated by:** .....

**Date:** .....

**Seconded by** .....

**Date:** .....

***I accept the Nomination:..... (Signature of Applicant)***

***Date:*** .....

**Note:**

*All nomination forms must be received by the Secretary at least 21 days prior to the published date of the AGM.*