

Newcastle District Bowling Association (Zone 2) Inc.

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ADVISORY COMMITTEE DOCUMENT No 1

## Conducting An Annual General Meeting

*PREFACE: Club administration is increasingly more demanding, requiring greater professionalism, accountability, and transparency. The following advice is general in nature and should be read in conjunction with the "Clubs NSW Director's Guide" and in consultation with your legal and financial advisors.*

An Annual General Meeting is for members to be advised on all aspects of the year's operations, to have their say on important matters, and to elect their Representatives for the coming year.

Your AGM should result in:

- (a) A fair and democratic Board/Chairperson and Committee election process.
- (b) More informed candidates running for positions.
- (c) A clear handover process between the Board/Committees.
- (d) Widespread, clear understanding of your Club's financial and membership positions.

### AGENDA:

1. Meeting opened by the Chairperson and a call for apologies.
2. Chair introduces/thanks guests.
3. Obituaries – names can either be read out or members referred to the listing in the Annual Report which should have been made available to member on entering the meeting.
4. Minute's silence in remembrance of deceased members.
5. Confirmation of previous AGM's minutes.
6. Presentation of all reports including, but not limited to, Chairman/President's address, Financial Statement and Balance Sheet (the Club's Auditor should be introduced to report on the Club's Financial results).
7. Motion for acceptance of Financial Statements and Reports.
8. Appointment of Auditor for next year if applicable.
9. Propose and accept any Special Resolutions of which due notice has been given to all Members. These would include such things as.
  - appointment of Life Members (numbers determined by the club's Constitution)
  - consideration of Allowances and Honorariums for Directors/Committee Members.
10. Directors/Committee Members vacate their positions. Chairperson asks the Returning Officer to declare the results of the elections of Board/Committee Members (or carry out election if this was not conducted prior to the AGM).
11. Invest the new Chairperson and Directors/Committee Members.
12. Election of Returning Officer to conduct any elections during the ensuing year.
13. General Business – matters of which due notice has been given.
14. Invite the NDBA Representative to say a few words.
15. Thank the members for their attendance and close the meeting.

### EXPLANATORY NOTES

1. A Notice of Annual General Meeting must be provided to all members prior to the AGM in accordance with the requirements of its Constitution.
2. Quorum – It is the responsibility of the Chairperson to ensure that a quorum of eligible members is present for the meeting to be opened and proceed.
3. Auditors Report – If the Constitution does not require the Club to have an Auditor, the Financial Reports should be presented by the Club's Treasurer or accountant.

**APPROVED, 23/2/2023**