



NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC

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NDBA ADVISORY PAMPHLET NO 1

CONDUCT OF THE ANNUAL GENERAL MEETING (AGM)

PREFACE: In recent years, club administration has become increasingly more demanding and requires greater professionalism, accountability and transparency in all aspects of club operations.

Advisory Pamphlets are only a guide and have been formulated from the experience of former and current Executive and Sub-Committee Members who acknowledge the operational requirements of clubs in the future.

This information is general and needs to be read in conjunction with the “Clubs NSW Director’s Guide” and does not replace other legal requirements for club operations.

PURPOSE: An AGM is the process by which each club reviews its year and elects a Board / Chairperson and Committee for the following year. It gives members a fair and democratic opportunity to stand for a Board / Committee position and affects the way in which their club is run.

If run correctly and professionally your AGM should provide you and your club with the following:

- (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) Improved understanding of your Clubs financial position.

AGENDA

- 1 Meeting opened by the Chairperson and call for apologies.
- 2 Introduction of Guests by Chairperson.
- 3 Obituaries – Names can be read out or members referred to the listing in the Annual Report.
- 4 Minute silence in remembrance of deceased members.
- 5 Confirmation of Minutes for the previous Annual General Meeting.
- 6 Presentation of all reports including Financial Statement and Balance Sheet (the Club’s Auditor if applicable 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, including the appointment of Life Members and consideration of Allowances and Honorariums for Directors / Committee Members.
- 10 All Directors / Committee Members to vacate their positions and ask 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 Annual General meeting).
- 11 Invest the new Chairperson and Directors / Committee Members.
- 12 Election of Returning Officer to conduct any elections during the ensuing year.
- 13 Recommendations to the Board from the floor.
- 14 General Business – matters of which due notice has been given.
- 15 Invite the NDBA Representative to say a few words.
- 16 Thank the Members for their attendance and close the meeting.

Explanatory Notes

- 1 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 Club’s Constitution does not require the Club to have an Auditor, then the Financial Reports should be presented by the Club’s Treasurer or the person responsible for their preparation.
- 4 Returning Officer – The Club should appoint a Returning Officer to conduct any elections during the ensuing year.
- 5 Life Members – The allowable number of Life Members to be elected should be in accordance with the Club’s Constitution.
- 6 General Business is normally only dealt with if due notice has been given by a Member prior to the meeting.