

# WALLSEND ATHLETIC CLUB INCORPORATED

## NOTICE OF ANNUAL GENERAL MEETING

**Friday 10th July 2020 7.30pm via ZOOM due to COVID restrictions**

Annual General Meeting of Wallsend Athletic Club Inc

Notice of Motion ..... it is proposed to pass the following Resolution under Section 26 (6) of the Incorporation Act "that the Annual statement of the Clubs affairs as submitted to the Members of the Association at the Annual General Meeting be approved and that Lee Catherine Grant an Officer of the Club in attendance at the Annual General Meeting be authorized to sign the same on behalf of the Club"

### **NOMINATION FORM FOR EXECUTIVE OFFICERS AND CLUB COMMITTEE MEMBERS FOR 2020-2021**

- Must be
- a) via email (or in writing)
  - b) Emailed (or signed) by two (2) Members of Club (who are Wallsend ANSW Registered Athletes and Officials, Wallsend LANSW Athletes 17yrs+, or Parent of Wallsend Registered LA athlete U16years)
  - c) endorsed with the email (consent) of the candidate
  - d) submitted to Public Officer Wallsend Athletic Club Inc, by seven (7) days prior to Annual General Meeting (that is by 5.00pm Thursday 2<sup>nd</sup> July 2020).

[info@wallsendathleticsclub.org.au](mailto:info@wallsendathleticsclub.org.au) or 23 Aquarius Avenue, Elmore Vale, 2287

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We \_\_\_\_\_ AND \_\_\_\_\_

Members of the Wallsend Athletics Club Incorporated do hereby nominate

\_\_\_\_\_ for election to position of \_\_\_\_\_

Of Wallsend Athletic Club Inc for the 2020 - 2021 Athletic Year.

Nominees to sign \_\_\_\_\_ AND \_\_\_\_\_

I consent to the nomination of myself for the position as stated above and accept to agree to accept that position if elected

Signed \_\_\_\_\_ Dated \_\_\_\_\_

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## NOMINATIONS CALLED FOR CLUB EXECUTIVE POSITIONS

**Club President** – chair meetings; kept informed by secretaries; casting vote in tied decisions

**Senior Vice President (2)**- chair when President unavailable; Chair sub-committees

**Vice President** – promote club & encourage new members; temporary committee member replacement

**Senior Club Secretary** -minutes from club meeting; meeting agenda; correspondence; admin duties

**Little Athletics Secretary** -separate correspondence related to LA; admin duties; promote LA

**Treasurer** – keep detailed ledger & submit for audit; issue receipts; monthly and annual financial report

**Administrator** – admin matters related to constitution & insurance; promote coaching/official courses

**Senior Club Registrar** – Snr rego forms; register with ANSW; distribute rego numbers; maintain members register

**Little Athletics Registrar** – same as Senior except with LANSW

**Club Captains (2)** - represent athletes at meeting presenting athlete concerns and recommendations

## NOMINATIONS CALLED FOR CLUB COMMITTEE POSITIONS

**Recording Officer** – prepare and receive completed competition sheets, enter; update records

**Coaching Director** – plan & implement seasons training schedule; co-ordinate coaches of selected training squads

**Safety Officer** - safety issues eg equipment, weather; consult committee (where possible) for correction

**Member protection Officer** -receive confidential or private concerns; consult external authorities and ANSW/LANSW if support/legal advice required

**Canteen Manager** – purchase and sale of goods; setting product prices; supervising canteen volunteers; keep detailed records of purchase and sales to forward to treasurer

**Publicity Officer/s** – plan and implement media information eg facebook, website; advise/assist in promotional leaflets, newsletters, yearbook

**School liaison** – promote club at schools in club geographical area

**Grounds Committee (6)** - responsible for maintenance the grounds used by club

**Equipment Committee (6)** - responsible for club competition equipment and competition facilities

## DELAGATES TO

**Newcastle Athletic Field (2)** -

**Port Hunter Zone LA (1-2)** – meeting once a month with other delegates from clubs in the zone

**Athletics NSW (2)**