



WOOLLOONGABBA BUSINESS ASSOCIATION

ANNUAL GENERAL MEETING - ADDENDUM

6pm, Tuesday 2nd May 2017, Morrison Hotel

- 1.0 MANAGEMENT COMMITTEE**
- 1.1 Membership of management committee and positions**
- 1.2 Quorum**
- 1.3 Election of positions,**
- 1.4 Resignation/ removal and vacation of office**
- 1.5 Vacancies of positions**

PROPOSED MANAGEMENT COMMITTEE POSITIONS for 2017

- 2.0 JOB DESCRIPTIONS**
- 2.1 President**
- 2.2 Vice President**
- 2.3 Secretary**
- 2.4 Treasurer**
- 2.5 Business Development**
- 2.6 Events**
- 2.7 Membership**



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1. MANAGEMENT COMMITTEE

1.1 Membership of management committee

(1) The management committee of the association consists of a president, treasurer, and any other members the association members elect at a general meeting. Quorum to be defined: President, Secretary and Treasurer

(2) A member of the management committee, other than a secretary appointed by the management committee must be a member of the association.

(3) At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.

(4) A member of the association may be appointed to a casual vacancy on the management committee.

(5) A position can only be recurrently held for four full terms.

1.2. Electing the management committee

(1) A member of the management committee may only be elected as follows—

(a) any 2 members of the association may nominate another member (the **candidate**) to serve as a member of the management committee;

(b) the nomination must be—

(i) in writing; and

(ii) signed by the candidate and the members who nominated him or her; and

(iii) given to the secretary before the annual general meeting at which the election is to be held;

(c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;

(d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

(2) A person may be a candidate only if the person—

(a) is an adult; and

(b) is not ineligible to be elected as a member under section 61A of the Act.

(3) A list of the candidates names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting.

(4) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.



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(5) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—

- (a) whether or not the association has public liability insurance; and
- (b) if the association has public liability insurance—the amount of the insurance.

1.3. Resignation, removal or vacation of office of management committee member

(1) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.

(2) The resignation takes effect at—

- (a) the time the notice is received by the secretary; or
- (b) if a later time is stated in the notice—the later time.

(3) A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.

(4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.

(5) A member has no right of appeal against the members removal from office under this rule.

(6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

1.4. Vacancies on management committee

(1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.

(2) The continuing members of the management committee may act despite a casual vacancy on the management committee.

(3) However, if the number of committee members is less than the number fixed under rule 24(1) as a quorum of the management committee, the continuing members may act only to—

- (a) increase the number of management committee members to the number required for a quorum; or
- (b) call a general meeting of the association.



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1.5. Functions of management committee

(1) Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.

(2) The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note—

The Act prevails if the associations rules are inconsistent with the Act—see section 1B of the Act.

(3) The management committee may exercise the powers of the association—

- (a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
- (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the associations property, both present and future; and
- (c) to purchase, redeem or pay off any securities issued; and
- (d) to borrow amounts from members and pay interest on the amounts borrowed; and
- (e) to mortgage or charge the whole or part of its property; and
- (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
- (g) to provide and pay off any securities issued; and
- (h) to invest in a way the members of the association may from time to time decide.

(4) For subrule (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—

- (a) the financial institution for the association; or
- (b) if there is more than 1 financial institution for the association—the financial institution nominated by the management committee.



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2.0 PROPOSED MANAGEMENT COMMITTEE POSITIONS for 2017 - JOB DESCRIPTIONS

2.1 PRESIDENT/ CHAIRMAIN

The chairman in a voluntary organization is the person who is the primary facilitator of the group's decision makers, being the elected management committee. The chair, namely the president, is the person who

- creates the agenda for and runs the meetings.
- Use standard meeting protocol (such as Robert's Rules of Order) to maintain neutrality of information presentation and voting.
- gathers the information for the agenda based on upcoming events and needs for the organization, communicating with committee chairs and other members to maintain a knowledgeable understanding of the things transpiring in the group.
- Oversee Committees
- involved with the strategic planning of events and ensure that all activities are in accordance with the organization's mission.
- attend sub committee meetings when invited or as time permits. In doing so, the chair not only remains informed, but can offer advice and insights.

Community Relations

The chair is the primary public figure for the organization, greeting keynote speakers, sponsors and community figures. As the primary public figure, the chair represents the organization's mission whether he is "on the job" or not. The chair (and other members) uses day-to-day social interactions to parlay solicitations of funds, services or volunteer hours. The chair to be a politically proficient leader who is comfortable networking and navigating through community relations.

Engagement

Because most non profit organizations rely on donations from the community and individuals interested in the organization, the president with assistance from the vice president creates public awareness initiatives and ensures the organization is visible to the community and those interested in assisting the foundation. This may include assigning members to coordinate fundraisers, community events and other programs to create responsiveness to the organization.

Internal Mediation

As the leader of an organization, the chair becomes the person everyone goes to when there are interpersonal problems or disagreements about how to proceed with specific events or functions. The chair needs to be able to work with a wide range of individuals and find the common ground and goals that everyone is comfortable working towards.



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2.2 Vice President

A Vice president of non profit organization is responsible for financial and operational successes and assisting the president represent the organisation in community engagement roles

Organizational Policies

Working with the management committee the vice president plans, develops and enforces policies and objectives for the organization to ensure it maintains its values and meets established goals.

Management

Under the direction of the president or management committee, a non profit vice president manages employees and the day-to-day activities of the organization. This includes developing responsibilities for the staff, hiring employees, developing and mentoring staff, as well as ensuring the organization accomplishes tasks to meet its overall goals.

Engagement

Assist the president to create public awareness initiatives and ensure the organization is visible to the community and those interested in assisting the foundation. This may include assigning staff members to coordinate fundraisers, community events and other programs to create responsiveness to the organization.



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3.1 Secretary

The secretary's functions include, but are not limited to—

- (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the association; and
- (d) liaising with Membership Secretary to keep an accurate membership register



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3.2 Treasurer

Overall

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional, within accepted accounting practice and meet internal and external reporting requirements.
- Ensure proper records are kept and that effective financial procedures are in place.
- Monitor and report on the financial health of the organisation so the organisation committee has a clear understanding of the financial status of the Organisation

Specifically

- Liaise with relevant committee members and/or volunteers to ensure the financial viability of the organisation.
- Make fellow committee members aware of their financial obligations
- Regularly report the financial position at committee meetings (balance sheet, cash flow).
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year.
- Prepare budget revisions or addendums when significant changes are mooted or are occurring.
- Ensure proper records are kept and that effective financial procedures and controls are in place, ie:
 - Bank signatories
 - Appropriate approval for expenditure
 - Prompt payment of approved invoices and reimbursements
 - Prompt collection of outstanding monies
- Lead on appointing and liaising with auditors
- Undertake bookkeeping duties ensuring posting and bookkeeping is kept up-to-date.
- Regularly carry out monthly bank reconciliations



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3.3 Business Development Manager

- Revisit existing members
- Grow membership
- Assist executive team with events

3.5 Events

2.7 Membership Secretary

The membership (secretary)'s functions include, but are not limited to—

- (a) maintaining the register of members of the association.
- (b) Protect the register against prohibited use

A. The register must include the following details for each member—

- (i) the full name of the member;
- (ii) the postal or residential address of the member;
- (iii) the date of admission as a member;
- (iv) the date of death or time of resignation of the member;
- (v) details about the termination or reinstatement of membership;
- (vi) any other particulars the management committee or the members at a general meeting decide.
- (vii) The register must be open for inspection by members of the association at all reasonable times.
- (viii) A member must contact the secretary to arrange an inspection of the register.

(ix) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

B. Prohibition on use of information on register of members

(1) A member of the association must not—

(a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or

(b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.

(2) Subrule (1) does not apply if the use or disclosure of the information is approved by the association.



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