

CC4WD CLUB ANNUAL GENERAL MEETING

THURSDAY, 9 August 2018

Commencing at 8.00 pm at the Tuggerah Assembly Hall, Old Pacific Hwy, Tuggerah

In addition to normal business, the business of the AGM shall be:

1. To confirm the minutes of the last AGM and of any special general meetings held since previous meeting.
2. To receive from the managing committee reports upon the activities of the club during the preceding financial year.
3. To receive and consider the financial statement which is required to be submitted to members pursuant to section 26 (6) of the act.
4. To elect the members of the Managing committee and office bearers for the coming year.

Members are to be elected to fill the following positions of office;

Managing Committee :

**President
Vice President
Secretary
Assistant Secretary
Treasurer
Magazine Editor
Trip Master
Public Relations Officer**

Sub Committee:

**Assistant Treasurer
Quartermaster
Public Officer
Social Co-ordinator
Merchandising Officer
Raffle Co-ordinator
Lease Manager
Association Meeting Delegates (2)**

Elections will be conducted in accordance with rule 14 of the Club Rules.

In particular, please note that candidates for the positions must have been a member of the Club for a minimum of 12 months since last joining. Candidates must be nominated in writing, signed by 2 members and accompanied by written consent of the candidate.

The nomination in writing must be delivered to the secretary of the Club not less than 7 days before the date of the AGM. Note that nominations can only be accepted in writing, as above, however if no nomination for any particular positions are received prior, then nominations for these positions will be accepted at the AGM.

CENTRAL COAST FOUR WHEEL DRIVE CLUB INC.

Duties of Office Bearers and Sub-Committee Members

President:

- Club spokesperson
- Chairperson for general and management committee meetings.
- Sign off on all meeting minutes
- Monthly report for club magazine.

Vice President:

- Duties of President in his/her absence.
- Organise a yearly new members barbecue

Secretary/Public Officer:

- Keep minutes of all general and management committee meetings
- Maintain records of:
 - Appointments of office bearers and management committee members
 - Keep record books and documents relating to the club
 - Maintain a register of club correspondence
 - Arrange collection of the club's mail (from PO Box at Lakehaven)
- Monitor incoming club email correspondence and forward to relevant members.
- Submit the following to the Department of Fair Trading
 - "Annual Statement Form" (at start of financial year), "Notice of Appointment and of Name and Address of Public Officer" (after Annual General Meeting),
 - "Notice of Alteration of Objects or Rules" (within one month of Club voting) and any other requirements of the Department.
- Forward committee details to the Four Wheel Drive NSW & ACT Association.
- Forward general meeting minutes to the editor for inclusion in the magazine

Membership Officer:

- Duties of Secretary in his/her absence.
- Maintain club database and membership details
- Facilitate the acceptance of membership and renewal forms.

Treasurer:

- Ensure all money due to the club is collected & received;
- Ensure all payments authorised by the club are made
- Keep books and accounts showing the financial affairs of the club including full details of all receipts and expenditure related to club activities.
- Maintain a balance sheet and income and expenditure account for the financial year to be prepared and tabled at the Annual General Meeting.
- Ensure all Club monies are deposited in the nominated bank accounts.
- Ensure all signatures are submitted to the nominated banking authority and that they are kept up to date.

Assistant Treasurer:

- Duties of Treasurer in his/her absence.
- Assist in the acceptance of Membership and Renewal Forms.

Trip Master:

- Encourage and co-ordinate trips and events.
- Prepare pre-trip paperwork for trip leaders.
- Forward trip reports to Four Wheel Drive NSW & ACT Association after each trip.
- Announce upcoming trips and co-ordinate verbal trip reports at general club meetings

Magazine Editor:

- Collate all articles for the club magazine and publish online
- Compile club magazine monthly
- Maintain email addresses for club Members and
- Email Magazine to all Members
- Email magazine to our advertisers and affiliated associations
- Maintain Attendance Register & Visitors Register at club general meetings

Public Relations Officer:

- Seek advertising for the club magazine and promote the club activities.
- Update register of Advertisers and advise editor of all details
- Update club website and Facebook page

Social Coordinator:

- Arrange and co-ordinate social activities, including Christmas parties.

Quarter Master:

- Keep all club equipment in a safe place
- Issue the equipment to members as required
- Keep a register of where all equipment is stored

Raffle Coordinator:

- Arrange for purchase of raffle prizes and run the raffle at club meetings.

Supper Coordinator:

- Purchase supplies and provide supper at club meetings.

Lease Manager

- Oversee maintenance and co-ordinate working bees at We-Leas-er
- Maintain a register of volunteers to maintain We-Leas-er

Merchandising Officer

- Order and maintain supplies of club apparel and merchandise
- Attend meetings and sell club merchandise

Association Meeting Delegates

- Attend meetings of the Four Wheel Drive NSW & ACT Association
- Report Association news to club general meetings