

GUIDELINES

FOR THE OPERATION OF THE

ANNUAL GENERAL
MEETING

OF THE

**VICTORIAN SQUARE
DANCING ASSOCIATION
INCORPORATED**



As at November 2013

These guidelines have been prepared by General Committee and previous Conveners of Victorian Square Dancing Association Inc - Annual General Meetings.

01. Time:

The Annual General Meeting of the Association is normally held on the Sunday of the Victorian Square Dancing Association Inc State Convention

02. Duties.

01. Convener Responsibilities:

01. Liaise with the State Convention Committee in regards to space etc.
02. Place Advertisements. *(If Required for Sub Committee Members)*
03. Appoint members to the Sub Committee if required.
04. Provide a copy of the "Joint Agreement" and "AGM Guidelines" to each Sub Committee Member.
05. Prepare and present a written report to each meeting of the VSDA General Committee.

02. Sub Committee Responsibilities:

01. The compilation of the Agenda and Minutes.
02. Prepare promotional material for publication in "Squares Around Victoria" and other places as deemed necessary by the Sub- Committee, this may be done in conjunction with the VSDA Publicity Officer.
03. Arrange with the "Membership Officer" to supply a A to K and a L to Z member listing so that members attendance at the meeting can be recorded and validated.
04. Liaise with the VSDA committee as to help with staffing requirements. i.e. Door Roster.
05. Liaise with the Returning officer to see if any voting is required at the meeting. If so, arrange to have sufficient voting material available (Colored paper, pencils etc).

03. Agenda Guide

01. Open Meeting

02. Recognition of members in attendance.

03. Apologies

04. Acceptance of Minutes of previous meeting.

05. Matter Arising from the minutes.

06. General Business of which written notification has been given.

07. Presidents Report

08. Financial Report.

09. Reports

01. State Convention Report
02. Dinner Dancer Report
03. Promotions Report
04. Membership Report
05. Squares Around Victoria Report
06. Youth Report
07. Victorian Callers Association Report
08. Round Dance Association Report
09. Other Reports

10. Ratification of appointed positions

In addition to the compulsory Elected positions the outgoing committee recommends that the following appointed positions be accepted for the following year:

01. General Committee Members x 4
02. Membership Officer x 1
03. Editor—Squares Around Victoria x 1
04. Friendship Officer x 1
05. Promotions Officer x 1
06. Webmaster x 1
07. Face Book Coordinator x 1
08. Archives Officer x 1
09. State Editor Australian Square Dance Review x 1

11. The Chair will declare all positions Vacant

12. Election of Officers

01. President
02. Vice – President
03. Secretary
04. Treasurer
05. General Committee x 4

13. Other Positions

01. Membership Officer x 1
02. Editor—Squares Around Victoria x 1
03. Friendship Officer x 1
04. Promotions Officer x 1
05. Webmaster x 1
06. Face Book Coordinator x 1
07. Archives Officer x 1
08. State Editor Australian Square Dance Review x 1

14. Introduction of new committee

15. Close Meeting

Note: Members should be aware that this meeting may be recorded.
The relevant document is: Version No, 20, Surveillance Devices Act 1999, No 21 of 1999, Incorporating amendments as at 27 May 2010. Part 2 .6.(1)

General:

This is a very simple function to arrange and as such, it has been possible to organize this function by phone, fax, and email without having to get together for a meeting.

END