



NOTICE OF ANNUAL GENERAL MEETING

Galston Equestrian Club will hold its Annual General Meeting for the year 2009 on

Date : Wednesday 25th March 2009
Commence : (social dinner at 6.30) and meeting 7.30pm
Venue : The Galston Club, Auditorium

AGENDA FOR AGM

- 1. Attendance & Apologies**
- 2. Confirmation of Minutes from previous meeting**
- 3. President's Report**
- 4. Treasurer's Report**
- 5. Election of Office Bearers for 2009**

- 6. Committee:**
President
Vice-President
Secretary
Treasurer

Other Officers
Publicity Officer
Membership Secretary
Website Officer
Promotions and Fundraising
Newsletter Officer
Grounds and Liaison Officer
Volunteer Officer
Assistant Secretary
Canteen Officer
Merchandise Officer
Social Officer

Subcommittee heads – for specific horse enthusiast activities

Dressage	
Horsemanship	Hacking
Sporting	Trail riding
Show Jumping	Eventing

Coordinators:
Equipment co-ordinator
Trophies and Ribbons Coordinator

- 7. General Business – Open Forum 8. Meeting Close.**



Galston Equestrian Club Inc is a new club and as such just getting started with running activities for horse enthusiasts. The current committee look forward to the club moving forward and developing into a club that meets the horse interests of its members. This is the first AGM as an operating incorporated club and we welcome all who are interested in seeing the club develop in the way they would like it to.

The skills needed for the committee include experience in management, team work, accounting, event management, communications, coordination skills, IT skills, data management, web page managing, grants and fundraising. A number of Sub Committee heads are needed to coordinate the different areas of equestrian interest.

The GEC operates as an incorporated organisation and is incorporated based on its constitutions. Therefore nominations for committee membership should be received at least 10 days before the fixed date of the AGM. However nominations with agreement of the nominee can be accepted at the AGM.

The GEC Constitution outlines the roles of committee members and nominations or proxy can be sent to the Secretary GEC PO Box 243 GALSTON NSW 2159.

5.4 President

The President shall represent GEC and preside at all meetings. In the case of a tied vote, the President shall have the deciding vote. In his/her absence, the Vice-President shall act in his/her stead. In the absence of both the President and Vice President, the committee shall appoint a chairperson or representative.

5.5 Vice-President

The Vice-President shall assist the President wherever possible and carry out his/her duties in his/her absence.

5.6 Secretary

5.6.1 The Secretary of GEC shall keep minutes of:

- (a) all appointments of Committee members; and
- (b) the names of members present at Committee meetings and general meetings; and
- (c) all proceedings at Committee meetings and general meetings.

5.6.2 Minutes of proceedings at a meeting shall be approved at the next succeeding meeting.

5.7 Treasurer

5.7.1 The treasurer of GEC shall ensure that:

- (a) all money due to the Club is collected and received, and that all payments authorised by the Club are made; and
- (b) correct books and accounts are kept showing the financial affairs of the Club, including details of receipts and expenditure connected with the activities of the Club.

5.8 Ancillary Support

5.8.1 The committee may appoint any or all of the following positions:

(a) Publicity Officer:

The publicity officer shall be responsible for advertising GEC and promoting its activities including, but not limited to, upcoming functions/competitions and member benefits.

The publicity officer will contribute to and assist with, the organisation of membership newsletters, newspaper/general advertising and local notice boards. The Publicity officer or his/her delegate(s) should be available on the day of any competition to make available any promotional material (where applicable) and to answer questions.

(b) Membership Secretary:



The membership secretary will be responsible for maintaining accurate membership records, together with organising and updating annual renewal notices.

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(c) **Website Officer:**

The website officer shall be responsible for developing, maintaining and updating the GEC website. Additional responsibilities include providing general membership information, entry forms for events, a calendar of events, results from events and any information deemed necessary by the Club to be made available to the public.

(d) **Promotions and Fundraising Officer:**

The promotions and fundraising officer, or his or her delegate(s), should obtain and co-ordinate sponsorship, assist in the purchase/acceptance of prizes and organise any function with the view to raise funds for the Club.

(e) **Newsletter Officer:**

The newsletter officer is responsible for producing an informative newsletter for circulation to GEC members comprising articles, results and information relating to the club and other points of interest. The newsletter may be available either electronically (on the club's website or by email) or by hard copy which can be posted (subject to an additional fee to be determined by the Club).

(f) **Sub-committee Head:**

The head of a sub-committee will be responsible for coordinating and facilitating the roles within each sub-committee and reporting back to the Committee with respect to progress.

(g) **Co-ordinators:**

Co-ordinators will be appointed from time to time to facilitate and may sometimes be responsible for providing any other Committee member with assistance as required.

GEC | 13 June 2008 | P:\General\John\GEC\GEC Constitution - Adopted 12 06 08.doc

For the club to operate approximately 6 Sub-committee heads are needed however this can change dependant on members interest. At this stage it is proposed that we have sub-committee heads for Dressage, Horsemanship, Show Jumping, Hacking, Sporting, Trail riding.

The role of the sub committee head will oversee the development of specific activities related to their area of interest within the calendar of activities of the GEC. The Sub committee head will undertake the development of a committee and report to the committee about the activities of their committee in preparations of riding days, training days and events.

Co-ordinators have specific roles in relation to the activities of the club. These roles include: Canteen Co-ordinator, Merchandise Co-ordinator, Equipment co-ordinator, Trophies and Ribbons Coordinator and Social Co-ordinator. These roles are vital to the operation of the club and provide an opportunity to work closely with other clubs using the Rural Sports Facility.



NOMINATION FOR COMMITTEE MEMBERSHIP

I, of
(full name) *(address)*
as a member of Galston Equestrian Club hereby nominate
(name or self)
to stand for position on the GEC committee.

This nomination is seconded by:a members of GEC.
(signature)

I the nominee agree to stand for election to this role on the GEC Committee 2009.

.....
(signature) *(name)*

Please email a scanned version of this nomination form to the club secretary : Cherie Luck
secretary@galstonequestrianclub.org.au or mail to P O Box 243 GALSTON NSW 2159 or hand it to the
Secretary before the commencement of the AGM.

APPOINTMENT OF PROXY

I,.....
(full name)
of
(address)

being a member of **Galston Equestrian Club Inc** hereby appoint

.....
(full name of proxy)
of
(address)

being a member of **Galston Equestrian Club Inc**, as my proxy to vote for me on my behalf at the
Annual General Meeting or Special General Meeting (as the case may be) to be held on
the.....day of..... and at any adjournment of that meeting
(month and year) *(where applicable).*

* My proxy is authorised to vote in favour of/against (delete as appropriate) the
resolution.....

.....
(insert details)

.....
Signature of member appointing proxy
Date.....

NOTE:

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secretary@galstonequestrianclub.org.au or mail to P O Box 243 GALSTON NSW 2159 or hand it to the
Secretary before the commencement of the AGM.