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Agenda for the Annual General Meeting of the
NEW SOUTH WALES ROGAINING ASSOCIATION

To be held 6:15-7:15 pm on 18 March 2012, at Lindfield Public School,
Lindfield, NSW

Agenda

6:15-6:45: Formal part of AGM (see below)

6:45-7:15: General discussion on future directions for NSWRA

1. **Motion to adopt the minutes of the 2011 Annual General Meeting (which can be found on the NSWRA web site:**

<http://www.nswrogaining.org/AboutNSWRA/AnnualReports/2011AGM/11AGM.htm>

2. **President's Report (will be available on the day)**
3. **2011 Financial Statements (will be made available on the day)**
4. **Motion that the President's Report and the Accounts incorporating the 2011 Financial Statements as approved by the Committee and tabled at this meeting be adopted**
5. **Election of Office Bearers for 2012**

All positions are declared vacant and nominations will be accepted until 10 minutes before the opening of the meeting. Joel Mackay, Secretary is the Returning Officer and is accepting nominations by fax (to Joel Mackay, (02) 9351 5858) or email (secretary@nswrogaining.org) and up until ten minutes prior to the AGM commencing. These positions and any positions without nominees are open to nomination prior to on a Nomination Form prior to the AGM or will be warmly welcomed on the day.

6. **General Business.**

Any general business that any member or members wish to be heard



Nomination of Office Bearers

The 2012 Annual General Meeting of the New South Wales Rogaining Association will be held 6:15-7:15 pm on 18 March 2012, at Lindfield Public School, Lindfield, NSW

I,, being a member of the New South Wales Rogaining Association, propose the following persons as Office Bearers for the year 2012:

President:	Publicity Coordinator:
Vice President:	Membership Secretary:
Secretary:	Archivist:
Treasurer:	Equipment Officer:
Public Officer:	Webmaster:
Event Manager:	Volunteer Coordinator:
ARA Representative:	Additional Committee:
Safety Officer:	Additional Committee:
.....

Fax this form to: **Joel Mackay, (02) 9351 5858** to arrive no later than 15 March 2012, *or* bring it with you to the AGM.

Signed by the nominator Printed name
Seconded by Printed name

NSWRA Committee Roles

President: The central figure for the Association. Chairs the committee meetings of which we have 6 per year. Addresses event gatherings welcoming and thanking all concerned.

Vice President: Deputise for the President and assists chairing committee meetings, the Annual General Meeting or other formal activities of the NSWRA. Supports the Association and the Association's committee in all its activities, ensuring that the committee is mindful of all agreed actions and associated time frames.

Secretary: Coordinates committee meetings prior to and during meetings. Assembles the agenda and provides copies to committee members prior to meetings. Minutes the committee meetings and promptly distributes those minutes to committee for action on decisions made. Also has an active role in the general administration of the Association.

Treasurer: Keeps a close eye on the Association's budget. Ensures all expenses of the Association are paid promptly. Provides advice on financial matters involved with events. Produces annual Financial Statements for the Association.

Public Officer: Position required under the Association's incorporation and takes care of annual returns and governance issues. In addition this role is the central contact for the Association, members and public alike. Informs all concerned bodies of the composition of the NSWRA.

Event Manager: Sets the calendar of events for the year, ensuring that we have a balance of event types and locations. Liaises with the Volunteer Coordinator to ensure each event has a suitable team of volunteers. Makes regular checks that everything necessary is being done to ensure a successful outcome for every event, providing advice wherever necessary.

ARA Representative: Represents our Association at the national level at the Australian Rogaining Association Annual General Meeting. Participates throughout the year in discussions with other ARA representatives on such matters as the rules of Rogaining and national publicity initiatives.

Publicity Coordinator: Coordinates the active promotion of the sport of Rogaining via whatever avenues available. This 'active promotion' includes promoting the sport to new markets and peoples, and encouraging current members to participate in the upcoming events. Ensures the continual growth of the sport.

Membership Secretary: Maintains the membership database, getting excited whenever a new member joins our sport. Receives membership renewals, deposits membership fees and reports all deposits to the treasurer. Determines the number of newsletters to be produced and provides the labelling for the newsletter mailout.

Archivist: The role of the archivist is to collect and maintain a record of all the activities of the Association. This would include such items as the maps and paperwork associated with each event; newsletters; and business papers such as minutes and policy outcomes.

Equipment Officer: Maintains the Association's event trailer and the equipment stored in the trailer. Makes arrangements to ensure the trailer is available at each event. Finds a home for the trailer between events. Presently stored at Julian Ledger's house and may remain there as required. Maintains Association's supply of control flags and intention boards.

Webmaster: Builds and maintains the Associations website posting regular updates. Upgrades and develops improved methods, using current technologies, for providing increased efficiency for association administration, such as On-line event entries.

Volunteer Coordinator: The volunteer coordinator is the central person keeping a record of volunteers and keeping those records up to date from each event. Using those records the coordinator is able to help event organisers to find the necessary volunteers to run events. In a volunteer based organisation this role is vital.

Safety Officer: Involved in managing risk for the Association, in preparing guidelines for the safe preparation and management of events, encouraging a safety conscious approach to events by organisers and competitors, reporting to the committee on relevant issues, reviewing, purchasing and maintaining safety equipment for use by the Association and liaising with other organisations on matters of safety.

Additional Committee Members: These people don't have a specific duty. They are ordinary rogainers who have some good ideas about encouraging the sport to grow and be enjoyed by all.

There is no closed door on the committee - all are welcome. All these roles can be taken on by any member with an interest to be involved.