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

To be held 3:30-3:45 pm on 22 March 2015,  
 at Kincumber Public School, Avoca Drive, Kincumber

Agenda				
Meeting to commence at 3:30pm				
1.	<b>Motion to adopt the minutes of the 2014 Annual General Meeting</b>			
2.	<b>President's Report</b>			
3.	<b>2014 Financial Statement</b>			
4.	<b>Motion that the President's Report and the Accounts incorporating the 2014 Financial Statements as approved by the Committee and tabled at this meeting be adopted</b>			
5.	<b>Election of Office Bearers for 2015</b>			
	All positions are declared vacant and nominations will be accepted until 10 minutes before the opening of the meeting. David Stanley, Secretary is the Returning Officer and is accepting nominations by mail 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.			
	Nominations Received by Monday 16 March 2015:			
	<b>Position</b>	<b>Nominee</b>		
	President	Gill Fowler		
	Vice-President			
	Treasurer	Mike Hotchkis		
	Secretary	David Stanley		
	Public Officer	Jacqui Matthews		

	Event Manager	Trevor Gollan		
	Volunteer Coordinator	Dale Thompson		
	ARA Representative			
	Membership Secretary	Andrew Duerdin		
	Equipment Officer	Mark van Huben		
	Safety Officer			
	Publicity Coordinator			
	Webmaster	Chris Stevenson		
	Archivist	Mike Hotchkis		
	General committee #1	Iain Dempsey		
	General committee #2			
6.	<b>General Business.</b>			
	Any general business that any member or members wish to be heard			

## 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. Writes the 'Presidential Piece' for each newsletter often citing topics that have arisen at committee meetings.

**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. Prepares and distributes the NSWRA enewsletter prior and post events.

**Membership Secretary:** Maintains the membership database, getting excited whenever a new member joins our ever growing sport. Tracks participant trends for our Rogaine events.

**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 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.

**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 an entirely volunteer based organisation this role is vital.

**Safety Officer:** Prepares and updates 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 (e.g. BWRS) on matters of safety.

**Additional Committee Members:** These people don't have a specific duty. They are 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.**