



## WOODBERRY & DISTRICT ATHLETIC CENTRE Inc.

In accordance with the Constitution of the  
WOODBERRY & DISTRICT ATHLETIC CENTRE Inc.,  
nominations are hereby called for positions of Executive and General Committee for  
2019-20.

At the Annual General Meeting of the Centre to be held at BERESFIELD BOWLING CLUB at  
7:30pm on TUESDAY 9th APRIL, 2019 the following positions will be declared vacant:

### **Executive Committee**

President, Vice President, Secretary, Treasurer, Registrar

### **General Committee**

Committee Members

Nominations to be made on the form below and handed to or sent to the President, Anne Watts, by seven (7) days  
prior to the AGM

Requires person nominated for the position to sign their agreement to the position and the signature of 2 club  
members, which include the parents of Little Athletes and members over 18 years of age.

P.O Box 5 Beresfield 2322, or scan and email [secretarywoodberryathletics@gmail.com](mailto:secretarywoodberryathletics@gmail.com)

---

### **Explanations of the roles:**

#### **President**

The President shall preside as chair at all Committee meetings and General Meetings at  
which he or she is present. In the absence of the President the Vice President shall preside  
as chair at such meetings. If both the President and Vice President are unable or unwilling  
to preside at any such meeting the Committee shall appoint another Committee Member  
to preside as chair for that meeting only.

Submit a report to the Annual General Meeting of The Centre.

#### **Vice President**

In addition to any other responsibilities, functions and duties assigned or attaching to the  
office of Vice President, the Vice President shall assist the President as required and act for  
the President in the absence of the President.

#### **Secretary**

It is the duty of the Secretary to keep minutes of:

- All appointments of Committee Members;
- The names of Committee Members present at a Committee meeting or a General Meeting of the Centre
- proceedings at Committee meetings and General Meetings of the Centre.
- And to keep on file (which may be electronic) all correspondence received and a copy of all correspondence  
forwarded on behalf of The Centre by each member of The Executive.

Submit a report to the Annual General Meeting of The Centre.

#### **Treasurer**

It is the duty of the Treasurer to ensure:

- That all money due to the Centre is collected and received and that all payments  
authorised by the Centre are made.
- That at each meeting of The Executive, a full summary of receipts and expenses, and bank balance is presented.
- That correct books and accounts are kept showing the financial affairs of the Centre, including full details of all  
receipts and expenditure connected with the activities of the Centre.

Submit a report to the Annual General Meeting of The Centre, including audit of records.

#### **Registrar**

It is the duty of the Registrar to maintain the register of members.

Distribute Centre registration and age numbers to each child upon registration, and other material as required.

Forward all registrations, together with appropriate fees in the time stipulated to Little Athletics New South Wales.

Submit a report to the Annual General Meeting of The Centre.

**Nomination Form for Committee**

I wish to nominate \_\_\_\_\_ (Print name of nominee)  
for the position of \_\_\_\_\_ of the Woodberry & District Athletic Centre Inc for the  
forthcoming year 2019-20.

I certify I am willing to accept the position in event of my successful election.

Signed \_\_\_\_\_ Nominee Date \_\_\_\_\_

Signed \_\_\_\_\_ Club member Date \_\_\_\_\_

Signed \_\_\_\_\_ Cub member Date \_\_\_\_\_

Date Received \_\_\_\_\_ Signed \_\_\_\_\_ President

**Expressions of Interest** are also sought from members and friends to fill the following roles within the Centre for 2019-20:

Delegates to Port Hunter Zone LA, Championships Officer, Tiny Tots Co-ordinator(s), Canteen Officer(s),  
Equipment/Grounds officer, Uniform Officer, Publicity Officer, First Aid Officer, Coaching Co-ordinator, Coach(es),  
Fundraising Committee

No formal nominations for the above positions are required. Decision on the allocation of the positions will be made by the AGM based upon the expressions of interest received.

Please complete the attached form and return to the President, Anne Watts, by seven (7) days prior to the AGM

**Expression of Interest**

I, \_\_\_\_\_ (print name)

Wish to be considered for the position(s) of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

for the Woodberry & District Athletic Centre Inc. for the year 2019-20

Signed \_\_\_\_\_ Date \_\_\_\_\_

Expression of Interest Received \_\_\_\_\_ Date \_\_\_\_\_ President