

NOTICE OF ANNUAL GENERAL MEETING

The 2015 Annual General Meeting of the Hornsby Ku-ring-gai Basketball Association Inc. will be held on:

TUESDAY 30 JUNE 2015 AT 730 PM
The Brickpit Sports Stadium
Mezzanine Level
1A Dartford Road
Thornleigh

AGENDA:

1. To elect the 2015 Office Bearers and Committee of the Hornsby Ku-ring-gai Basketball Association Inc.
2. The appointment of Auditors of the Association.
3. To elect Life Members of the Association.
4. To transact such other business as the meeting requires and which is brought forward in conformity with the Rules of the Hornsby Ku-ring-gai Basketball Association Inc.

Nominations for the positions of:

President (2 year appointment)
Secretary (2 year appointment) - see position description
Committee Members (2 year appointments)

Nomination forms are available at the HKBA front office.

Only one proxy vote can be used per Member. Junior Members may appoint one parent or guardian per family to vote on their behalf. The parent or guardian of a Junior Member may hold one proxy vote of another Member or parent/guardian. If a parent/guardian is already a financial Member, their junior members are not allowed an additional family vote.

Nominations close at 5pm on Friday 5th June 2015.

Position description for Secretary listed below, abstract is taken from the Constitution. For further clarification on qualifications required, please refer to the Constitution which is available to members on the HKBA Sportingpulse webpage (see under HKBA/Constitution). Or contact Association Secretary, details are below:

Sophia Baseotto
HKBA Secretary
Email: hkbaboard@gmail.com
Phone: 0402 097 252

20. OFFICE BEARER DUTIES

20.1 Secretary

- (a) The Secretary of the Association must, as soon as practicable after being appointed as Secretary, lodge notice with the Association of his/her address.
- (b) It is the duty of the Secretary to keep minutes of:
 - (i) All appointments of office-bearers and members of the Board
 - (ii) The names of members of the Board present at a Board meeting or a General Meeting; and
 - (iii) All proceedings at Board meetings and General Meetings
- (c) Minutes of proceedings at a Board Meeting must be forwarded to all Board members at least 7 days prior to the next scheduled meeting. The majority of Board members at the next meeting must then vote to accept the minutes.
- (d) The Secretary must notify members/Life/Family members of upcoming General Meetings, ensure proxy forms are collated and prepare lists of nominees prior to General Meetings.
- (e) The Secretary must present any correspondence addressed to the Board at meetings, respond to written enquiries after consultation and review by Board Members.

20.2 Treasurer

It is the duty of the treasurer in affiliation with the employed General Manager of the association to ensure:

- (a) That all money due to the Association is collected and received and that all payments authorised by the Association are made.
- (b) That correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.
- (c) The Board may from time to time require an assurance that the financial reports prepared by the Treasurer show true and fair view of the performance of the Association and its net asset position.
- (d) That any mandatory payments that do not require Board approval are made.
- (e) The Treasurer is responsible for lodging all financial records as required by the Associations Incorporation Act 2009 and Association Incorporation Regulation 2010 (effective 1 July 2010), and the Australian Taxation Office and complying with any other financial requirements of the Association.