

2 MEETINGS

2.1 Meeting Notices

All Branch Members should receive a Notice of Meeting – particularly of the Annual General Meeting. Head Office can supply names of financial Members in list form to the Branch Secretary. Please request this in a timely manner. Please advise Head Office of any errors or discrepancies that may appear in the supplied list.

Refer to section 2.7 Meeting Templates

2.2 Agenda

An agenda is simply a list of the things you want to discuss in your meeting. It helps to:

- Plan the meeting
- Get through the items of business of the meeting efficiently
- Members at the meeting follow what is going on
- Gives Members the opportunity to think about and do some preparation on the items of business in advance of the meeting

Refer to Section 4.6.6 Useful Templates for Secretaries for an Agenda Template

Items for the Agenda

- Put each issue down as a separate item
- Look through the minutes of the last Committee meeting. Is there anything to report back on or that needs to be discussed again?
- Correspondence – has your Branch received anything that needs to be discussed? Are there any letters that need to be sent?
- Standing items – these are items that are always on the agenda. A standing item for your Branch may be the Financial Manager's report or any reports from Subcommittees
- General Business – there may be requests for an item to be on the Agenda from Members

Some matters the Secretary and President should consider before a Meeting

- Think about what items need an introduction and who will do this
- Ensure that background papers are prepared in advance if an item needs them and distribute them to the Committee if necessary
- Ensure that you are informed what each item of business is about – reference to past minutes may be required

2.3 Annual General Meeting (AGM)

The Branch rules should stipulate the matters that should be discussed at the AGM. All other matters come under the classification of special business.

The Branch AGM must be held each year in accordance with State Regulations. Please contact your State Department of Fair Trading or equivalent for information. At every Branch AGM the following business must be conducted:

- Election of Committee
- Receiving of the President's Report
- Receiving of the Financial Report

Suggested Structure of an AGM is:

- **The President's Welcome:** Outlines the past year and welcomes members to the meeting
- **Apologies:** The Secretary reads out apologies. A motion that these be accepted is moved and carried
- **Minutes of the last Meeting:** The minutes for last year's Annual General Meeting are read. A motion that these be accepted and carried
- **Matters Arising:** Any matters arising from last year's minutes are dealt with
- **Correspondence:** All correspondence, bar letters of apology will be remits or notices of motion and should therefore be in the agenda in the appropriate place
- **Report from the President:** The President should deliver the Annual Report on the activities of the year. It should include information on the plans for the future. Discussion on the report can proceed once it has been moved, the report has been adopted, and a seconder to the motion has been found. If the Secretary intends to give a report this is the appropriate point in the meeting
- **Annual Statement of Accounts (Treasurer's Report):** The Treasurer presents the balance sheet and annual statement of accounts; he or she should move they be adopted. Discussion can take place once the motion finds a seconder
- **Reports from Subcommittees or other Delegated Persons:** Such reports should outline activities carried out and may present recommendations for the meeting to consider for adoption
- **Election of Committee Members:** At this point the President, Vice President, Secretary, Treasurer and incoming Committee should be elected. Outgoing Committee Members should be thanked for their service
- **Optional Guest Speaker:** The guest speaker should be a relevant personality and time for questioning should be made available. Pass a vote to thank the speaker
- **Motions of Notice:** The motions should appear on the agenda with a brief outline as to the purpose of the remit so Members can be well prepared for any debate on the issue. Motions can be amended at the meeting before being put to the vote
- **General Business:** Matters not already covered fall under general business. These are usually items, which can be swiftly dealt with
- **Date of Next Meeting:** The date is arranged for the next meeting
- **Close:** The President can now declare the meeting closed

Within one (1) calendar month of conducting an AGM the following must be sent to Head Office to comply with the Licensing Agreement:

- AGM minutes – minuting any Office Bearer changes
 - List of Office Bearers
 - Copy of Department of Fair Trading Paperwork
 - Financial Statement for the financial year
- Note: this does not have to be an Audit Report

2.4 Special Meetings

The timing and reasons for calling special general meetings must fall within the scope of your Branch rules. Notices of a special meeting must clearly outline the urgent business to be considered and any motions to be considered. Special meetings are usually only for major changes to constitution/rules. Check your Branch's Constitution.

2.5 Committee Meetings

The primary Committee is the Management Committee elected at the AGM. It, in turn, appoints other Committees and gives them tasks and jobs. For example a Campdraft Subcommittee or a Youth Subcommittee could be appointed. Refer to your Branch Rules.

2.6 Social Meetings

Social meetings can make a big contribution to the wellbeing of the Branch, by bonding Members and boosting morale. Well-organised social functions that offer the chance for enjoyment and discussion are best. Suggested social functions include a 'pool day', 'trail ride' and a 'Christmas barbeque'.

2.7 Meeting Templates

See following pages

Notice of Annual General Meeting Template



X BRANCH

President:
NAME
Tel:
Mob:
Fax:
Email:

Branch postal address
Branch T

Secretary:
NAME
Tel:
Mob:
Fax:
Email:

**NOTICE IS HEREBY GIVEN THAT AN ANNUAL GENERAL MEETING OF THE
X BRANCH WILL BE HELD AT**

ON

Day Month Year

Time AM/PM

1. Welcome
2. Opening
3. Present
4. Apologies
5. Confirmation of Minutes of previous Annual General Meeting Minutes (see Attachment 1)
6. Matters arising from the Minutes
7. President's Report
8. Financial Report
9. Committee Reports (upon the activities of the Branch during the preceding financial year)
10. Elect Office Bearers of the Branch and ordinary Members of the Committee
11. Special Resolutions
 - Motions to consider and if thought fit, to pass
12. General Business

Close of Meeting

Notice of Committee Meeting Template



Australian Stock Horse
SOCIETY

X BRANCH

President:
NAME
Tel:
Mob:
Fax:
Email:

Branch postal address
Branch T

Secretary:
NAME
Tel:
Mob:
Fax:
Email:

**NOTICE IS HEREBY GIVEN THAT A COMMITTEE MEETING OF THE
X BRANCH WILL BE HELD AT**

ON

Day Month Year

Time AM/PM

AGENDA

1. Present
2. Apologies
3. Minutes of previous Meeting
4. Matters arising from Minutes
5. Correspondence – Incoming
6. Correspondence - Outgoing
7. Treasurer's Report
8. Membership Report
9. Publicity Report
10. Subcommittee Reports
11. Events
12. General Business
13. Next Meeting

Close of Meeting