

# LEICHHARDT ROWING CLUB INC.

Glover Street, Leichhardt.  
PO BOX 3 LEICHHARDT 2040 ABN 93 993 695 175.

## NOTICE OF 124<sup>th</sup> ANNUAL GENERAL MEETING

Notice is hereby given pursuant to Rule 23 of the Constitutional Rules that the Annual General Meeting of members of the Leichhardt Rowing Club (LRC) will be held in the Clubhouse on **Sunday, 22 August 2010 at 10.30am** to conduct the following business:

- a) to confirm the minutes of the 123<sup>rd</sup> annual general meeting (2008-2009), and any general meeting held since that meeting,
- b) to receive from the committee, reports upon the activities of the club during the preceding financial year,
- c) to consider any special Motion for which notice has been given, including election of life members (if any),
- d) to elect office bearers of the club and ordinary members of the committee,
- e) to receive and consider the statement of accounts as required to be submitted to members pursuant to section 29(6) of the Associations Incorporations Act, 1984.

### Rule 14 – Election of Members

- i. Nominations of candidates for election as office-bearers of the club or as ordinary members of the committee:
  - (a) shall be made in writing, signed by two members of the club entitled to vote and accompanied by the written consent of the candidates (which may be endorsed on the form of nomination) located on the notice board near the front door area in the club;  
  
and
  - (b) shall be delivered to the Secretary of the club not less than seven days before the date fixed for the holding of the annual general meeting at which the election is to take place.

***Steve Jaques***

**Steve Jaques**  
**Secretary**  
**17 July 2010**

# LEICHHARDT ROWING CLUB INC.

## ELECTION OF EXECUTIVE OFFICERS (COMMITTEE OF MANAGEMENT)

### THIS NOTICE REFERS TO THE ROWING CLUB ELECTION

#### Nomination

**Note:** The positions of **Patron** and **Vice-Presidents** are available for re-election.

Nominations are hereby invited for:

<u>Number required</u>	<u>Position</u>
1.	Patron
1.	President
10.	Vice Presidents
1.	Club Captain
1.	Vice-Captain (men)
1.	Vice-Captain (women)
1.	Secretary
1.	Assistant Secretary
1.	Treasurer
1.	Assistant Treasurer
1.	Property Master
7.	Committee members (one of which will be Junior Vice -Captain)

**NOTE:** The positions of Hon Auditor and Hon Medical Officer are appointed by the Committee.

**Candidates must be financial members of the club, and must have been a member of the Leichhardt Rowing Club Inc. for at least one continuous year as at 15 August 2010.**

The nomination must be made by at least two persons (other than the candidate) who are also financial members of the Club.

**The Common Nomination form will be posted on the Club Notice Board as usual in the foyer area near the front door of the club house.**

#### **Close of Nomination**

**NOMINATIONS MUST BE COMPLETED AND LODGED WITH THE SECRETARY, NOT LATER THAN: NOON. SUNDAY 15 AUGUST 2010 (when the Common Nomination form will be removed from the notice board)**

#### **VOTING**

Should an election be contested for any position(s) a ballot will be conducted at the Annual General Meeting on the 22 AUGUST 2010 at the Clubhouse.

#### **Notice of Motion**

(To be considered at the Annual General Meeting – 22/8/10) – Nil.

## Leichhardt Rowing Club – Committee Roles and Responsibilities

### Office Bearers

Position	Responsibilities
<b>President</b>	<ul style="list-style-type: none"> <li>• Building Committee Chairman</li> <li>• Chair and Leadership of the Club Committee including filling positions</li> <li>• Advice and recommendations to the Club Committee on Club Policy</li> <li>• Regular review and update of Club Constitution</li> <li>• Monthly reporting to the Club Committee on general policy issues</li> <li>• Liaison with NSWRA (when necessary)</li> <li>• Leadership for LRC with PLC Partnership</li> <li>• Leadership of strategic direction (for consultation / ratification with the Committee)</li> </ul>
<b>Captain</b>	<ul style="list-style-type: none"> <li>• Boat allocation</li> <li>• Coordination of Learn to Row and Corporate Rowing Programmes</li> <li>• Recommendations to the Committee on the Competition Policy</li> <li>• Recommendations on Fleet currency / acquisition programme</li> <li>• Co-ordination of coaching and squads in consultation with the head coach</li> <li>• Close liaison with PLC on Operational matters</li> <li>• Direction of the Club's professional coach(es)</li> <li>• Mentor Vice Captains and Junior Vice Captain</li> <li>• Member liaison and representation of interests.</li> </ul>
<b>Vice Captains (1 male and 1 female)</b>	<ul style="list-style-type: none"> <li>• Regatta Secretary (Submission and recording of Entries)</li> <li>• Assistance with boat rosters</li> <li>• Coordination of club regattas</li> <li>• Preparation of race fees schedules</li> <li>• Management and review of Club's Entry Policy</li> <li>• General assistance to the Captain</li> <li>• Co-ordinate Regatta Boat Loading &amp; Unloading duties</li> <li>• Member liaison</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Preparation and issue of meeting notices, agenda and minutes of meetings and including Special &amp; AGMs</li> <li>• Clearing of club letterbox</li> </ul>
<b>Secretary (Cont'd)</b>	<ul style="list-style-type: none"> <li>• Drafting and issue of correspondence and special Club notices</li> <li>• Preparation and issue of Regatta applications / notices /</li> </ul>

<b>Position</b>	<b>Responsibilities</b>
	<ul style="list-style-type: none"> <li>correspondence</li> <li>Maintaining register of members (database)</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>Preparation of monthly accounts and report to Club Committee</li> <li>General banking, accounts receivable and payable</li> <li>Meet LRC's tax reporting obligations</li> <li>Member of Building Committee</li> <li>Prepare Annual Budget and quarterly reviews / updates</li> <li>Management of Subscriptions notices and payments</li> <li>Submit copies of audited annual financial statements to Government agencies as required. EG: Crown Lands &amp; Fair Trading.</li> </ul>
<b>Property Master</b>	<ul style="list-style-type: none"> <li>Member of Building Committee</li> <li>Maintenance of Asset Register</li> <li>Fleet maintenance</li> <li>Fleet purchasing</li> <li>Clubhouse repairs and maintenance</li> </ul>
<b>Assistant Secretary (Members Registrar)</b>	<ul style="list-style-type: none"> <li>General assistance to the Secretary</li> <li>Specific duties as agreed including Membership database.</li> <li>Assisting Club Secretary with regular updating of Members Register / Database (on-line)</li> <li>Correspondence with new members re membership</li> <li>Assist Secretary with control of club membership forms</li> <li>Assist preparation of monthly report to the Committee re applications for Senior Active or Associate Rower/Masters membership (i.e. voting rights)</li> </ul>
<b>Assistant Treasurer</b>	<ul style="list-style-type: none"> <li>General assistance to the Treasurer</li> <li>Specific duties as agreed</li> </ul>

## Ordinary members

<b>Club House Hire And Functions Co-ordinator</b>  <b>(These duties may be shared with other committee members)</b>	<ul style="list-style-type: none"> <li>Manage the Clubhouse hire function – respond to booking enquiries – arrange Security Officer as required – liaise with Treasurer and Club cleaning preparation squads.</li> <li>Issue and update Club calendar with bookings monthly.</li> <li>Co-ordinate organisation of barbecues for club regattas including rosters and stock purchasing.</li> <li>Co-ordinate organisation and management of the Club Annual Presentation Night.</li> <li>Co-ordinate organisation and running of catering at Club events.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Co-ordinate organisation and running of club Christmas Party.</li> </ul>
<b>Fundraising Coordinator</b>	<ul style="list-style-type: none"> <li>• Assistance with Corporate Regatta</li> <li>• Organisation and coordination of a minimum of two (2) fundraising events per year</li> <li>• Recommendations to the Committee on possible avenues of fundraising</li> <li>• Assistance with preparation of applications for Council &amp; Government grants or similar organisations etc.</li> </ul>
<b>Delegate (RNSW - NSWRA)</b>	<ul style="list-style-type: none"> <li>• Representing Club at RNSW (NSWRA) Meetings</li> <li>• Regular reporting to the Committee of the outcome of RNSW Meetings and recommending approach to issues arising</li> </ul>
<b>Merchandise Controller</b>	<ul style="list-style-type: none"> <li>• Sourcing merchandise</li> <li>• Maintaining stock register</li> <li>• Coordination of the sale of club merchandise</li> </ul>
<b>Communications Officer</b>	<ul style="list-style-type: none"> <li>• Preparation of Newsletter on at least bi-monthly basis</li> <li>• Liaison with webmaster re regular updating of Club Website and issue of special broadcast emails to members</li> <li>• Posting of Regatta results on the RNSW Website and to the print media</li> <li>• Update Club Notice board as and when necessary</li> <li>• Submission of stories to external media - local newspapers. and Leichhardt Council etc</li> </ul>
<b>Junior Vice Captain (Under 22 years )</b>	<ul style="list-style-type: none"> <li>• Liaison with junior members by way of quarterly meetings to assess issues affecting junior membership</li> <li>• Regular reporting and recommendations when necessary to the Committee on matters affecting juniors</li> <li>• Communication to junior membership on Club matters</li> </ul>

**Members please note:**

It should be made clear to all prospective and potential members wishing to apply for the above positions that the roles for the Office Bearers are defined while the various other roles are not defined Committee positions in the constitution but a work area identified by the committee as areas of responsibility that need to be managed. There is scope to rearrange some duties between different roles to achieve the best outcome. This may be decided by each committee.

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