

**Surf Life Saving Queensland  
NORTH BARRIER BRANCH INC.**



**NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given of the 82<sup>nd</sup> Annual General Meeting of  
Surf Life Saving Queensland – North Barrier Branch Inc.

**Where: Forrest Beach SLSC Clubhouse  
Forrest Beach**

**When: Saturday 21<sup>st</sup> July 2018**

**Time: 1:00pm**  
*(12.30pm onwards for Registration and Annual Report collection)*

The business to be conducted at this meeting will be as follows:

1. Opening – attendance including Apologies and Alternates (Proxies).
2. Confirm and Adopt the Minutes of the 2017 Annual General Meeting.
3. Affiliation of the Clubs and Branch.
4. Election/ Appointment of Councillors.
5. Presentation and Adoption of Annual Report and Financial Statements.
6. Election of Officers and Appointed Officers.
7. Endorsement of the Executive, the Boards of Life Saving, Surf Sports, Junior Activities, Administration and Planning, Youth and Membership Development and Finance and Property, as well as the Selection, Judiciary, Meritorious Awards and Honours, Medical Advisory and Delegate to Auxiliary Organisation Committees.
8. Alterations of the Constitution.
9. Motions of which due notice has been given.

The Chairperson reserves the rights to amend the order in which business is taken.

**Gary Morgan  
President  
North Barrier Branch Inc.**

**Extract from NBB Constitution**

**SECTION C**

**Election of Directors/Officers/Committees & Life Members**

**1. ELECTION OF DIRECTORS/OFFICERS/COMMITTEES**

- 1.1 Director/Officers shall be elected at the Annual General Meeting.
- 1.2 (a) The President, Deputy President and Directors shall be elected for a term of 2 years, which shall commence from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following. All other sub committee positions shall be for a one (1) year term.
- 1.2 (b) The President, Director of Life Saving, Director of Junior Activities, Director of Membership and **Director of Planning and Administration and/or Secretary** shall be elected in each year of odd number and the **Deputy President, Director of Finance & Property, Director of Surf Sports, Director of Marketing and Safety Officer** shall be elected in each **year of even number.**
- 1.3 Nominations for Directors/Officers to be elected or appointed at the Annual General Meeting of the Council shall be in writing on the appropriate form, signed by the nominator and seconder, who shall be members of affiliated Clubs, and bearing a certificate signed by the nominee expressing his willingness to accept the position for which he is nominated. Such nominations shall be in the hands of the Branch Director of Planning & Administration at least twenty-eight (28) days prior to the date of the Annual General Meeting and shall be promulgated to the affiliated Clubs, Officers, Councillors and Life Members at least fourteen (14) days before that date.
- 1.4 If there are no nominations received as aforesaid, nominations may be accepted at the Annual General Meeting provided the person nominated is present or has given a written consent to accept office. The election of Directors/Officers listed in the By-laws shall be by the exhaustive or preferential ballot system, provided that the Executive Officers as identified in the By-laws shall be elected by the Branch Council, (Club Presidents) only, and shall be by secret ballot.

In the final ballot, should there be an equality of votes the following shall apply -

- (a) If one of such nominees occupies the office which is the subject of the ballot, such nominee shall be declared re-elected.
  - (b) If none of the nominees occupies the office which is the subject of the ballot, the presiding Chairperson at the time of the ballot shall have a casting vote.
- 1.5 Officers shall continue in office, subject to resignation or requirement, removal from office, illness, incapability or some other reason, until their successors are appointed. In the event of a vacancy occurring during the year, such vacancy may be filled at a Council Meeting, subject to the normal conditions of nomination.

- 1.6 Any Officer who is absent from three (3) consecutive meetings of the Board/Committee he is a member of without submitting a satisfactory reason in writing may be removed from office, and in such event, shall not be eligible for re-election during the current year.
- 1.7 Any Officer who is not satisfactorily carrying out his duties may be removed from office, and in such event, shall not be eligible for re-election during the current year; provided that no such action shall be taken unless notice of intention to move a motion to give effect hereto has been given in accordance with the provisions of 1/E/6.
- 1.8 Should a vacancy occur, through illness, incapability, resignation or requirement or some other reason, then the same conditions shall apply except that the election or appointment may take place at a subsequent General Meeting of the Council.
- 1.9 Appeal against removal from Office

Any Officer removed from Office by the Branch shall have the right to lodge an appeal against such removal to the Branch provided that the appeal shall be lodged in writing to the Branch within fourteen (14) days of the notification of the removal and shall set out clearly the grounds of the appeal. The appeal shall be placed before the Branch Judiciary Committee, and it shall be dealt with as per the By-laws.



# Circular

<b>Title:</b>	Call for Nominations – North Barrier Branch Inc. Directors (Executive Officers), Branch Officers, Members of Branch Sub Committees – 2018/2019
<b>Audience:</b>	All Branch Officers, Executive Members, Life Members, Board Members, All Clubs – Secretaries and Administrators
<b>Summary:</b>	Call for nominations for North Barrier Branch Inc. positions for the 2018-2019 season
<b>Date:</b>	Tuesday 22 <sup>nd</sup> May 2018

## SUMMARY

Nominations are invited for suitably qualified and experienced members to fulfil the following Officer and Committee roles for the 2018/2019 season:

- Directors (Executive Officers)
- Branch Members
- Members of Branch Sub Committees

Nominations must be submitted on the prescribed form (see attached), signed by the proposer, seconder and nominee.

## NOMINATION DEADLINES

Nominations close at North Barrier Branch on **Saturday 23<sup>rd</sup> June 2018** as per the NBB constitution (Section C/1/1.3).

Election of all positions will take place at the North Barrier Branch Annual General Meeting on **Saturday 21st July 2018** at Forrest Beach SLSC Clubhouse, commencing at 1:00pm.

## SLSQ NORTH BARRIER BRANCH POSITIONS AVAILABLE FOR 2018/2019 SEASON

The following table lists the range of positions available at SLSQ North Barrier Branch and a brief description of the roles/ responsibilities the position entails.

<b>Position</b>	<b>By-Law – Conditions &amp; Qualifications</b>
<b>Patron</b>	
Patron	4.2 (a)
Vice Patron	4.2 (a)
<b>Directors (Executive Officers)</b>	
President	4.1(a) Mid-Term
Deputy President	4.1(b)
Director of Life Saving	4.1(c) Mid-Term
Director of Surf Sports	4.1(d)
Director of Administration and Planning	4.1(e) Mid-Term but Nominations called
Director of Marketing	4.1(f)
Director of Finance and Property	4.1(g)
Director of Junior Activities	4.1(h) Mid-Term but Nominations called
Director of Membership	4.1 (i) Mid-Term

<b>Other Branch Officers</b>	
Deputy Director/s Life Saving	4.2(b)
Deputy Director/s Surf Sports	4.2(b)
Grievance Officer	4.2(j)
Volunteer Coordinator	4.2(k)
Surf Boat Officer	4.4(a)
First Aid Officer	4.4(b)
Communications Officer (Life Saving)	4.4(c)
Power Craft Officer (IRB) Lifesaving	4.4(d)
Gear and Equipment Officer (Surf Sports)	4.4(e)
Board and Ski Officer	4.4(f)
Marine Stinger Officer	4.4(g)
Education Officer	4.4(h)
Coaching Officer	4.4(k)
Resuscitation Officer	4.4(l)
Research and Development Officer	4.4(m)
Communications Officer (Surf Sports)	4.4(n)
Publicity Officer	4.2 (l)
Power Craft Officer (IRB) Racing Officer	4.2 (m)
Safety Officer	4.2 (n)
Team Manager (male)	4.2 appointed separately BOLS/BOSS
Team Manager (female)	4.2 appointed separately BOLS/BOSS
Branch Youth Team Manager	4.2 appointed separately BOLS/BOSS
Team Coach (male)	4.2 appointed separately BOLS/BOSS
Team Coach (female)	4.2 appointed separately BOLS/BOSS

<b>SUB COMMITTEE</b>	<b># of positions</b>	<b>CONDITIONS/QUALIFICATIONS</b>
<p>The following committees are normally elected at NBB AGM  However may be appointed by Council at a General Meeting not necessarily required at AGM</p>		
Surf Sports Selection Committee	5	By Law 6.9 (a) Director of Surf Sports, 4 x Members from different Club of the Association (two of whom will be currently involved in Junior Activities)
Judiciary Committee	5	By Law 6.9 (b)
Meritorious Awards Committee	7	By Law 6.9 (c) Chairperson (President or his nominee), Secretary, five (5) members who shall be limited to no more than one per any club.

The following details are listed as guidelines FYI as listed in NBB current By Laws No election necessarily required at AGM		
Board of Life Saving	10	By Law 6.2 Director of Life Saving, Deputy Director/s Life Saving, First Aid Officer, Communication Officer, Power Craft Officer, Board and Ski Officer, Marine Stinger Officer, Research and Development Officer, Resuscitation Officer, Education Officer
Surf Sports	12	By Law 6.3 Director of Surf Sports, Deputy Director/s Surf Sports, Communications Officer (Surf Sports), Surf Boat Officer, Board and Ski Officer, Gear and Equipment Officer, Coach(2), Power Craft Officer, Branch Team Manager/s (3)
Board of Junior Activities	4	By Law 6.4 Director of Junior Activities, Youth Development Officer, Deputy Director Life Saving (Junior Activities), Deputy Director Surf Sports (Junior Activities)
Board of Administration and Planning	9	By Law 6.5 Director of Administration and Planning, 8 x Club Administrators/ Secretaries
Board of Finance and Property	9	By Law 6.6 Director of Finance and Property, 8 x Club Director's Finance and Property
Board of Marketing	6	By Law 6.7 Director of Marketing, 5 x Members of the Association
Board of Youth and Junior Activities	18	By Law 6.8a Director of Youth and Junior Activities, Deputy Director Youth and Junior Activities, 8 x Club Youth Development Officers, 8 x Club Junior Activities Chairpersons
Board of Youth and Membership Development	10	By Law 6.8b Director of Youth and Membership Development. Director of Junior Activities, 8 x Club Youth Development Officers/ Cadets

### NOMINATIONS

The Nomination Form is attached. Please ensure the form has been properly completed.

1. Signed by the Nominee
2. Signed by the Proposer
3. Signed by the Seconder
4. Full name, address, qualifications, etc. of the Nominee
5. Endorsed by the Branch

## ELIGIBILITY

In order to be eligible to nominate for a position at SLSQ North Barrier Branch Inc., the following requirement as outlined in the Incorporations Act must be met:

1. Member of the Association
2. Living
3. 18 years or older
4. Reside in Queensland (if the secretary)
5. Not be insolvent or bankrupt
6. Not be convicted of an indictable offence

## CLOSING DATE

Nominations close at North Barrier Branch **on Saturday 23<sup>rd</sup> June 2018** as per the NBB constitution (Section C/1/1.3).

Nominations are to be marked attention to The Secretary – North Barrier Branch, and may be received via:

- Email (preferred): [nbbslsq@lifesaving.com.au](mailto:nbbslsq@lifesaving.com.au)
- Post: PO Box 314 Belgian Gardens, QLD, 4810
- Hand Delivery: 5 Marlow Street, Pallarenda, QLD, 4810

*Nominations for positions **will be** accepted from the floor at the **AGM ONLY** if no written nominations are received by the advertised closing date.*