

Notice of DBWA Annual General Meeting



Date: Wednesday, 12 September 2018
Location: Swan Yacht Club, Riverside Road, East Fremantle
Start Time: 6.15 – 6:45 pm for lodgment of any outstanding proxies
7.00 pm meeting start

Please see attached documents including:

- Nomination form Dragon Boating WA (DBWA) Board
- Proxy voting form
- Minutes of AGM held 6 September 2017

Agenda

1. Attendance/Apologies
2. Minutes of Annual General Meeting held 6 September 2017
3. Motion 1: To accept the minutes from the AGM held on 6 September 2017
4. Receipt of the 2017/2018 Annual Report
5. Receipt and consideration of financial statements
6. Election of DBWA Board Members
7. Prescription of the annual fees for 2018/2019 season
 - a. Annual Membership fee (i.e. club membership fee) — \$500
 - b. Paddler registration fee (i.e. paddler membership fee) — \$102 per adult paddler, \$74 per junior paddler.
8. Meeting close

As per the requirements of the Constitution, the DBWA Board Member positions listed below are up for election. Eligibility for Board membership must always be in compliance with the association's constitution. Note that a member's location in WA is not a limiting factor for nomination.

- President – 2 years
- Finance Director – 2 years
- Coaching Director – 2 years
- Communications Director – 2 years
- Elected Board member A – 2 years
- Administration Director – 2nd year of a 2 year term (currently acting is Georgina Smith).
- Operations Director – 2nd year of a 2 year term
- Elected Board member B - 2nd year of a 2 year term (resignation of Steve Voke)
- Depending if Georgina Smith is successful in her nomination for Administration Director, there will also be a vacancy for Elected Board member C – 2nd year of a 2 year term.

Any motions must comply with the requirements of the Constitution, which are:

- Clause 24(1)(e) - all motions must be clearly formulated and must be proposed and seconded by a Member who is eligible to vote.
- Clause 29(4) - Any notices of motions to be lodged shall be in writing and received by DBWA no less than 14 days prior to the date of the Annual General Meeting. Email is dbwa@optusnet.com.au or post to PO Box 387, Leederville.

Barbara Clarkson
President
Dragon Boating WA
0413 263 436

To assist members with understanding the duties of the office bearers of the board, the information below is provided.

President

The President is the principle leader of DBWA and overall responsibility for the DBWA's administration.

Responsibilities and Duties

- Be well informed of all DBWA activities
- Be knowledgeable of the future directions and plans of members
- Foster a strong working relationship with local government, affiliated associations, other sporting clubs and the relevant National Sporting Association – AusDBF.
- Have a good working knowledge of the club rules and the duties of all office bearers and sub-committees
- Chair board meetings
- Chair the annual general meeting
- Represent the club at local, regional, and state level
- Be a supportive leader for DBWA clubs and members
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Review applications by clubs and paddlers for membership of DBWA prior to board approval.
- Process transfer applications
- Maintain a database of all members, volunteers and officials of DBWA including issuing a DBWA ID card.
- Prepare and update the risk management plan for DBWA

Knowledge and Skills Required

- Can communicate effectively
- Well informed of all DBWA's activities
- Aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and any sub-committees
- Is a supportive leader for all organisation's members.

Administration Director

The Administration Director is the chief administration officer DBWA.

Responsibilities and Duties

- Dealing with DBWA's correspondence
- Consulting with the chairperson (president) regarding the business to be conducted at each board meeting and general meeting.
- Preparation of agendas for board meetings
- Maintain on behalf of DBWA the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act.
- Maintaining on behalf of the association an up-to-date copy of the constitution
- Maintaining on behalf of the association a record of committee members and other persons authorised to act on behalf of the association, as required under section 58(2) of the Act.
- Ensuring the safe custody of the books of the association, other than the financial records, financial statements and financial reports, as applicable to the association (this is referring to the appropriate storage of club records financial and non-financial).

- Maintaining full and accurate minutes of committee meetings and general meetings.
- Read, reply and file correspondence promptly
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of DBWA liaising with members of the public, affiliated bodies and government agencies
- Communicate information such as event deadlines.
- Undertake other duties as appropriate

Knowledge and Skills Required

- Require computing and computing software knowledge and expertise
- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters

Finance Director

The Finance Director is the chief financial management officer for DBWA.

Responsibilities and Duties

- Prepare a budget and monitor it carefully
- Efficient and effective collection of members fees and general income
- Efficient and effective payment of club accounts when they fall due
- Effective management of club's banking accounts as they will be easily accessible online to those with access permission
- Accurate records of the clubs' accounts as they will be computer and bank based.
- Ensure that information for an audit is prepared each year
- Arrange the audit and provide any assistance required by an auditor or reviewer conducting an audit or review of DBWA's financial statements or financial report under Part 5 Division 5 of the Associations Incorporations Act 2015
- Produce an annual financial report for the Annual General Meeting
- Retain a record of assets and depreciation of those assets.
- Ensure that DBWA complies with the relevant requirements of Part 5 of the Associations Incorporations Act 2015
- Ensure the safe custody of the club's financial records, financial statements and financial reports, as applicable to DBWA
- Provide members and elected office-bearers information they need, when they need it
- Provide to the board appropriate financial information to enable rational decisions to be made on behalf of members
- Report on the effects of any decision on the financial progress of DBWA
- Satisfy members that their funds have been managed honestly and effectively.
- Undertake other duties as appropriate.

Knowledge and Skills Required

- Well organised
- Able to allocate regular time periods to maintain the books
- Financial record-keeping background
- Aware of what is required for the annual audit.
- Preferably experience in MYOB

Operations Director

- Coordinate the use of the Association's dragon boats and equipment.
- Co-ordinate the running of the Association's dragon boat race events.
- Arrange event venues.
- Responsible for the safe custody and maintenance of the Association's race and training equipment, including dragon boats.
- Volunteer management
- Undertake other duties as appropriate.
- Under the proposed revised constitution, this will be replaced with a general board member's position.

Communications Director

- Under the proposed revised constitution, this will be replaced with a general board member's position.

Coaching Director

The duties of the Coaching Director shall include:

- Co-ordinate a coaching development plan.
- Conduct sweep accreditation courses and maintenance of a register of Sweeps.
- Conduct coaching clinics as required and maintain a register of accredited coaches.
- Coordinate the coaching of the State team
- Input into national schemes with regards to coaching
- Organise first aid courses for sweeps and Level 1 coaches
- Maintain your accreditation and update your knowledge
- Review and update Codes of Conduct for State Team
- Liaise with AusDBF Development Director re National Coaching database

Knowledge and Skills Required

- Level One AusDBF Coaching accreditation
- Level 3 Sweep Accreditation
- Aware of the latest trends in diet, training methods and motivation techniques
- Well versed in coaches' responsibilities in and on child protection
- Familiar with your DBWA's Codes of Conduct
- Working with Childrens Check