



CIRCULAR TO MEMBERS

CHILDREN'S BOOK COUNCIL OF AUSTRALIA (QLD BRANCH) INC.

c/- Queensland Writers Centre, PO Box 3488, SOUTH BRISBANE QLD 4101

Email: qld@cbca.org.au

RE: ANNUAL GENERAL MEETING

Notice of Meeting: The 2020 Annual General Meeting of the CBCA (Qld Branch) Inc. is to be held at on Saturday October 24 at Chermside Library starting at 10.30 am

Attached are the following papers relating to the AGM:

1. Outline of Management Committee Function and Roles.
2. Agenda of meeting.
3. Nomination Form.
4. Appointment of Proxy Form.

Attendance at Meeting

A quorum for the 2020 Annual General Meeting is 7 members, personally present. Otherwise the meeting must be adjourned. Please make every effort to attend. However, if you are unable to attend the meeting you may appoint a proxy to vote on your behalf.

Voters' Rights

Only financial and life members are eligible to vote at the Annual General Meeting. Membership of the Branch for 2020 will expire on 31st December 2020. To vote at the AGM on October 24, 2020, either in person or by proxy, please make sure that you are a financial member.

Nominations for Management Committee Members

The nomination form is enclosed. Please fill in all the required details clearly. Representatives of Corporate Members please include the **membership** name as well as your personal names.

Nominations must be received no later than Saturday October 17, 2020.



Please note, nominations are to be marked "Nominations" and emailed to: qld@cbca.org.au

Nominations may be accepted from the floor only if an insufficient number of candidates for a position have been nominated by October 17, 2020.

Members who wish to appoint a proxy must use the enclosed form.

Advance Information on Nominations and Motions

You can check the list of nominations and all motions received by the Secretary at the Branch website <http://qld.cbca.org.au/> from Sunday October 18, 2020.

The Branch Management Committee, 2020/2021

Please refer to pages 3 and 4, which summarise what is involved in serving on the Branch Management Committee. Perhaps you would like to join the committee, or to seek an executive position. All financial members are welcome to join the Management committee. We always welcome and desire new input, so please consider joining the team in 2020/2021

Sarah Custance
Secretary CBCA (Qld Branch) 2020

Management Committee Function and Roles of Members

Committee's Function

This is the elected Committee responsible for the management of the Branch.

Eligibility for membership

- To be elected, the nominee shall be a financial member or life member of CBCA (Qld Branch) Inc.
- In the position of President, it is preferable that the nominee has been a Committee member for a minimum of twelve months.

Duties of all Positions

Each Committee member is issued with a job description outlining his or her duties and these are subject to regular review.

Committee Members

The Executive Officers of the Committee shall be President, Vice President, Secretary, and Treasurer.

Project Officers are determined each year by the Executive in consultation with the Management Committee, according to what positions are needed to maintain existing services or begin new projects.

DUTIES OF COMMITTEE MEMBERS:

President

- Conducts regular meetings
- Presides at or delegates an alternative chairperson for the Branch Management Committee meetings and maintains meeting order
- Keeps up-to-date on all business and oversees the annual operational plan of the Branch.
- Appoints all Committees not otherwise provided for.
- Shall be Chairman of the Executive Committee.
- Formally represents the Qld Branch at public functions and acts as a spokesperson for the Branch
- Liaises with Representatives of other branches of the CBCA.
- Liaises with the National Board of the CBCA.
- Ensures that the Branch works cooperatively with the National Council.
- Attends National Meetings on behalf of the Branch.
- Co-ordinates and promotes National projects and activities.
- Presides at the Branch Annual General Meeting as Chairperson
- Submits a President's report to the Branch Management Committee meetings, and to both the Branch and National Annual General Meetings

Vice President/s

- Assumes the duties and has the authority of the President in his/her absence, disability or resignation.
- Acts as/or assists Publicity Officer/ Media Liaison Officer for Branch activities.

Secretary/ Secretaries

- Arranges and maintains records of correspondence of the Branch

- Liaises closely with the President.
- Takes the minutes of all meetings and prepares and circulates minutes of all Management Committee meetings and the Annual General Meeting
- Keeps an attendance record.
- Compiles the agenda for all meetings
- Draws up an agenda for the Annual General Meeting.
- Maintains records of the Branch.
- Prepares nominations and presides over the election of Management Committee positions for the Annual General Meeting.
- Fulfils the legal requirements of Secretary as outlined in the Associations Incorporation Act

Treasurer

- Pays accounts upon the approval of the Executive Committee of the Branch.
- Is responsible for receipts, payments, petty cash, Branch funds
- Banks all monies promptly.
- Reports to the Executive and meetings on monies collected, accounts due and paid, bank balances and other financial records.
- Submits a written financial report at each Branch Management Committee meeting to the Secretary.
- Arranges to have Branch financial records audited for presentation at the Annual General Meeting.
- Oversees the annual budget of the Queensland Branch
- Maintains a database of financial members.
- Compiles any other special financial reports as required
- Answers queries relating to financial matters of the Branch.

Project Officers/Sub-Committees

The Management Committee may form sub-committees to plan/organise activities of the Branch. (Suggested size for sub-committee is approximately three people with the discretion to co-opt others for specific duties as required)

Each sub-committee will have a project officer/coordinator who is responsible for project development and management including financial matters.

Sub-committees should keep records of activities and correspondence.

Sub-Committees shall provide regular, written reports to Management Committee, which will be tabled at Committee meetings.

Sub-Committees may include:

- Office Manager/Administrative Assistant
- BILBY Awards
- Newsletter editor/committee
- Book Week functions
- Children's Book Week children's function
- Children's Book Week Promotional Materials
- Community Projects
- Web Manager | Social Media Platforms



- Publicity Officer/ Media Liaison Officer
- Any other special Branch functions throughout the year

Editor's Note:

Committee members elected at the AGM may serve on one or more sub-committees. This is usually decided at the first management committee meeting after the AGM. If you are interested in the work of any subcommittees listed above, please request details from the Branch Secretary.

Executive committee members also serve on sub-committees and may be project officers.

Contact the Office for further information or explanations.



**2020 Annual General Meeting of the CBCA (Qld Branch) Inc.
Saturday 24 October 2020 2.30 pm
VENUE TO BE ADDED HERE**

AGENDA

1. Opening and Welcome.
2. Appointments: Timekeeper (for discussion of motions)
 Parliamentarian (checking of Constitution)
 Scrutineers (Counting of votes)
3. Apologies
4. Proxy votes
5. Minutes of Previous AGM (2019)
6. Business arising from previous minutes
7. President's Report
8. Treasurer's Report
9. Other Reports (BILBY, Community Projects, Merchandise, Website, Newsletter, Readers Cup, Social Media Outlets)
10. Submissions (Motions)
11. Other Business
12. General Election and Appointments 2020/2021
13. Appointment of Auditor for 2021
14. Membership Fees for 2021

Close of Meeting



Photocopy the forms below as required. Please email them to ensure that they are received by Saturday 17th October 2020.

Nomination Form, CBCA Qld. Branch Inc. Executive Committee 2020

I nominate (Please print)

.....

For the position of

.....

Proposer's signature

.....

Secunder's signature

.....

Signature of Nominee

.....

Send to qld@cbca.org.au.



Nomination Form, CBCA Qld. Branch Inc. Executive Committee 2020

I nominate (Please print)

.....

For the position of

.....

Proposer's signature

.....

Seconder's signature

.....

Signature of Nominee

.....

Send to gld@cbca.org.au.

[proxy form on next page]



The Appointment of Proxy Form (or a document including all the information and signatures required on the form) appointing a proxy must be deposited with the Secretary prior to the commencement of the meeting. This confers authority on the designated person to vote both by show of hands and secret ballot throughout the meeting.

Children's Book Council of Australia (QLD Branch) Inc.

Appointment of Proxy

Name of Member (person or organization) _____

If Corporate Member, Name/s of Designated Delegate/s:

I, _____, of _____, being a

member of the CBCA (Qld Branch) Inc., hereby appoint _____

of _____, as my proxy to vote for me on my behalf

at the 2020 Annual General Meeting of the association, to be held on 24 October, 2020 and at any adjournment thereof.

Signature: _____

Date: _____