



Racing Queensland AGM Preparation

1. Objective

The purpose of this document is to assist clubs with the preparation of an Annual General Meeting (AGM) as well as provide information on general roles and responsibilities of the Executive roles of a committee. While there are formal proceedings which must be conducted during the AGM it can also be a great way to celebrate your successes, acknowledge the contribution of volunteers and inform and engage your members. This document aims to assist clubs in optimising the outcomes of AGMs.

2. Scope of this Document

Applies to all licensed Queensland thoroughbred, harness and greyhound race clubs.

3. General Roles & Responsibilities

Committee members have the ability to influence the direction and success of the club in an operational capacity, by developing controls & optimizing commercial opportunities.

General responsibilities of the committee regardless of if you are a volunteer can include:

- Identifying the association
- Managing financial affairs
- Reporting to members
- Lodging relevant reports to the Queensland Government
- Following the association rules (constitution) and abiding by Racing Queensland's related policies
- Ensuring club and venue license compliance requirements are met.

President Responsibilities

The President's duties may include but are not limited to:

- *chairing the committee*
- *playing a major role in general meetings and ensuring discussions remain on track with the agenda*
- *preparing a handover of important club documents and information for the new committee (if relevant).*

Secretary Responsibilities

The Secretary's duties may include but are not limited to:

- *keeping the register of members*
- *sending and receiving letters, emails or other documents*

- *advising the President or Treasurer about urgent matters that arise from letters, correspondence or other documents*
- *taking nominations for the committee and informing members about upcoming meetings*
- *calling, convening and preparing the agenda for all meetings*
- *gathering and presenting any relevant documents at meetings*
- *taking and keeping minutes of all meetings and making them available to members*
- *preparing a handover of important club documents and information for the new committee (if relevant).*

Treasurer Responsibilities

The Treasurer is responsible for the financial affairs of the association. Some of their duties include:

- *keeping and maintaining an asset register for the association*
- *managing petty cash including reconciling the balance*
- *ensure appropriate cash handling procedures are in place, especially with respect to raceday takings and their deposit into the bank account*
- *documenting all payments made including receipts, invoices and statements*
- *maintaining all deposit and cheque books*
- *making sure that the committee maintains adequate financial controls and governance and approves or ratifies all payments made*
- *keeping and maintaining all financial records*
- *ensure all financial information is maintained in an adequate computer system*
- *preparing a handover of important club documents and information for the new committee (if relevant).*

4. Planning & Preparation

- The Annual General Meeting (AGM) is an important event for every association. It gives its members, the general public and the committee a broad overview of the organisations' current directions, financial health and confirms its purpose. It is also the time to revitalise the organisation through engagement with its' members and most importantly, the committee should try to make the AGM a positive experience, ensuring that people go away firmly committed to the organisation and its' goals.
- The Associations Incorporations Act requires an AGM to be held within **six months** of the end of a financial year. Clubs formed under the Corporations Act 2001 are required to hold their AGM within **five months** of the end of the financial year. Clubs must ensure AGM is held within the required timeframe.
- Being a committee member comes with responsibilities so ensure your committee members are aware of these responsibilities and are appropriately skilled to fulfil the key tasks required ahead of being elected. Key tasks are detailed in **Section 3. Roles & Responsibilities**.

- Clubs must ensure a fair and transparent election of its' committee occurs. If required, arrange for someone to be in charge of the election (sometimes called a returning officer) to make sure a fair election is held and rules are followed.
- Make sure you set aside enough time for your AGM so everything can be discussed properly. It may be very hard to get everyone at the same place again. It is important to create your agenda in advance and distribute to members for feedback and other suggestions.
- Audited financials must be adopted during the AGM. Other key motions such as President's report, Treasurer's report should be tabled. This is also an opportunity to discuss progress against business objectives and key risks or issues. These key documents should be sent ahead of time to committee members with the agenda in preparation for the AGM, where available.

5. AGM Discussion Template

[Name], Annual General Meeting, Agenda

Date:		
Time:		
Place:		
Item	Description	Responsible
1	<p>Welcome and introductions:</p> <ul style="list-style-type: none"> • The President opens the meeting and welcomes Members and invited guests. The Secretary notes Members who are present. 	President/ Chairperson
2	<p>Apologies:</p> <ul style="list-style-type: none"> • The Secretary notes members who have submitted their apologies for not attending the meeting. 	Secretary
3	<p>Review of actions from previous Annual General Meeting:</p> <ul style="list-style-type: none"> • The Secretary may provide a report on any relevant incoming and outgoing items. • Members report on the status of actions required of them as listed in the previous minutes and identify and recognise any potential conflicts of interest. 	President/ Chairperson
4	<p>Acceptance of minutes of previous Annual General Meeting:</p> <ul style="list-style-type: none"> • Members should consider whether the minutes of the previous meeting are accurate. The president should sign and date the previous minutes verifying their accuracy. 	President/ Chairperson / Secretary

	<ul style="list-style-type: none"> • Ensure all decisions are adopted and evidence of this is written on all paperwork. Includes names of proposers and seconder on adopted minutes. • Note adoption of previous minutes in the current minutes. 	
5	<p>President/Chairperson's report:</p> <ul style="list-style-type: none"> • The President addresses the members regarding any matters that the management committee has dealt with since the previous meeting and provides progress against the Clubs strategic objectives, included with the clubs strategic and business plans. The President should discuss objectives for the upcoming year, alternatively clubs may discuss this during a strategy / planning session. • The President's report must also detail the number of financial members at the Club. • Ensure all decisions are adopted and evidence of this is written on all paperwork. Includes names of proposers and seconder on adopted minutes. • Note adoption of President's report (annual report) in minutes. 	President/ Chairperson
6	<p>Treasurer's report:</p> <ul style="list-style-type: none"> • The Treasurer provides members with a financial report. The Treasurer moves for the report to be received, another member must second the motion, and then the report can be discussed. • Ensure all decisions are adopted and evidence of this is written on all paperwork. Includes names of proposer and seconder on adopted minutes. • Note adoption of Treasurer's report (financial statement in minutes). • Note adoption of audited financials. 	Treasurer
7	<p>Proposed resolutions:</p> <ul style="list-style-type: none"> • This part of the meeting addresses any issues or special resolution matters placed on the agenda by the management committee or secretary in consultation with the president. • Example items may include: <ul style="list-style-type: none"> ○ Lease Agreement ○ Constitution updates ○ NPC's 	President/ Chairperson
8	<p>Election of committee:</p> <p>The management committee must have at least 3 members, and include the officers of President and Treasurer (one person cannot be both)</p> <p>An Association must have a Secretary. Many associations include the Secretary as a Committee Members.</p>	

	<p>The club must ensure applicants nominations are suitable committee members and are eligible.</p> <p>All members of the management committee (except for the Secretary) must be 18 years of age or older, and a member of the association.</p> <p>Executive committee members must make themselves familiar with their role responsibilities before accepting the position.</p> <p>Executive committee members must ensure they have read and understood Racing Queensland's policies, terms, and conditions of being a licensed race club.</p>	
9	Meeting close: The President closed the meeting.	President / Chair

6. Actions following AGM

Ensure all decisions are recorded for reference when doing up your minutes. All decisions should be adopted, proposed and seconded by a member. Include names of proposer and seconder.

6.1 Minutes

To ensure an accurate record of the AGM is recorded within the Minutes, Club Secretaries are encouraged to draft the minutes as soon as possible after the AGM and distribute to all necessary parties.

Adopted minutes must be submitted to Racing Queensland by January 31 noting:

- appointment of executive positions
- number of financial members
- Presidents report including progress against key initiatives of previous FY
- Treasurers report including acceptance of audited financials for previous FY.

6.2 Changes to Executive Committee

All committee members must have read and agreed to Racing Queensland's policies, terms and conditions that apply to licensed clubs and are aware of their obligations under the Associations Incorporations Act 1981.

Committees with departing Executive Officers should consider:

- Preparing a handover process for the committee. After the minutes of the AGM are completed, you may like to put all your important club documents on a USB and provide this to the new committee.
- Finances – If any of the retiring officers are signatories to the organisations bank account, credit card or banking system, try to have necessary form on hand so that the new signatories can be authorised after the meeting.

- Retiring office bearers must hand over the operations to the new committee. This may include any entitlements, phones, computers or other equipment which was given to them for organisational use over the term.

6.3 National Police Certificate

As per the Racing Act all executive committee members must provide a copy of a current National Police Certificate (NPC) to Racing Queensland.

Please note the following NPC requirements:

- Newly appointed Executive Officers must provide a National Police Certificate to Racing Queensland by 31 January 2019;
- All new Executive Officers National Police Certificates provided to Racing Queensland must be current (issued within the last 12 months);
- All existing Executive Officers must provide a copy of a National Police Certificate to Racing Queensland issued after 31 January 2014 (if not previously provided); and
- Racing Queensland may at any time, including on application, request a Committee Executive Officer to provide a current (issued within the last 12 months) National Police Certificate.

7. Useful Links and Reference Documents

Racing Queensland actively seeks to support industry development, enhance Club sustainability and strengthen governing principles to fulfil Licensing requirements and elevate the Racing industry maturity.

More information and club resources can be found here:

<http://www.racingqueensland.com.au/Corporate/Club-Venue/Club-Compliance-Licensing>

More information about incorporated committees can be found here:

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/running-an-incorporated-association/incorporated-association-management-committee/who-on-committee>

A copy of the Incorporated Associations Smart Business Guide can be found by using this link: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/running-an-incorporated-association/incorporated-association-management-committee/who-on-committee>

More information about financial responsibilities can be found using this link:

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/financial-responsibilities-for-incorporated-associations>

More information for Community Treasurers can be found here:

<http://www.racingqueensland.com.au/getmedia/0c1c334f-05df-44c4-a72f-61cd94dca7b0/Community-Treasurers-Guide.pdf.aspx>