

Date of Notice: 26/10/2023

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given of the Annual General Meeting of
Souths Rugby Union Club Incorporated

WHERE Souths Rugby Union Club Clubhouse, 104 Frederick St, Annerley Q 4103

WHEN Friday 24 November 2023

TIME 6.30pm

The business to be conducted is as follows:

- Recording of attendance and apologies
- Presentation and Adoption of the Annual Report and Financial Statements
- Election of Officers (President, Secretary and Treasurer)
- Election of 2 senior representatives and 2 junior representatives to Management Committee
- Appointment of Auditor
- General Business

All members may attend and participate as determined by the Chairperson but voting rights are as provided for in the Club's Adopted Operating Rules (clause 36).

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Souths Rugby Union Club Incorporated
A.B.N. 41 705 865 437 Established 1948

ELECTION OF OFFICERS

In accordance with clause (18.1) of the club operating rules, the Management Committee of the Association shall consist of a

President

Secretary

Treasurer

2 Senior representatives (must be either player members or supporter members – (clause 18.3 & 19.2(c))

2 Junior representatives (must be parent members – clause 18.4 & 19.2(d))

President Role Description

The role of the President is to provide the principle leadership for Souths Rugby Union Club Pty and has overall responsibility for the club's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

The President is elected by the Souths Rugby Union Club members and is responsible for representing the views of the Club members.

The President/Chairperson should:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club/group at local, regional, state and national levels
- Act as a facilitator for club/group activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills required: The President should:

- Role model Souths values and provide a positive image for the Club at all times
- Demonstrate proven ability to work collaboratively with others, using conflict resolution and stakeholder management, to establish and nurture the healthy relationships that must underpin Club culture
- Respect confidentiality, promote transparency and communicate regularly to members

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- Be well informed and actively enquiring about the Club, to understand, and provide oversight of, financial, operational, commercial, sporting and governance activities
- Understand the governance requirements for a community rugby union Club
- Proactively further the growth and sustainability of the Club
- Be a person who has, or can develop, strong relationships, partnerships and networks internally and externally, within the Club, and on behalf of the Club
- Demonstrate the vision and capability required to lead, or contribute effectively to strategic planning and it's subsequent implementation of short and long term goals
- Possess a good working knowledge of the Constitution, rules and duties of office bearers
- Be a competent and engaging public speaker

Specific duties include but are not limited to:

- Chair Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Club in all legal purposes and financial purposes
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship to any paid employees
- Assist in the development of relevant partnerships with sponsors, funding agencies, local and state government, shared facility users and aligned organisations
- Consult with Committee members on their role and responsibilities to ensure assistance is provided when necessary and issues are identified and resolved swiftly.
- Work with the Committee to ensure:
 1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
 2. Strategic plans and master plans are developed, with community consultation, and effectively implemented
 3. Clear reporting lines and management of any paid employees of the Club are in place including recruitment, retention, salary and performance reviews, etc.
- Serve as a spokesperson and first point of contact for the Club as required with media and/governing bodies and premiership Clubs.

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NOMINATIONS

- All nominations are to be submitted to the Secretary, Souths Rugby Union Club Inc, by close of business, 5pm, 7 days prior to the AGM, ie. Friday 17 November 2023
- Please address all nominations to:

The Secretary
Souths Rugby Union Club Incorporated
Email: secretary@southsrugby.com
Mail: PO Box 110, Annerley Qld 4103
- All nominations are to be submitted on the attached form
- If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting (19.1(d))

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Postal Address

PO Box 110, Annerley, Qld 4103
Web www.southsrugby.com
Email info@southsrugby.com

Clubhouse

Frederick Street off Villa St
Yeronga Park, Annerley

**Nomination for Office
Season 2024**

Nomination for: _____
(Position)

Nominees Name: _____
(Given Name) (Surname)

Phone: _____

Email: _____

Proposed By: _____ **Signature:** _____
(please print)

Seconded By: _____ **Signature:** _____
(please print)

I, _____, hereby agree to this nomination:
(nominee's name – please print)

Signature: _____ **Date:** _____

*** Please note that the Proposer and Seconder MUST be voting members of the club

OFFICE USE ONLY

<i>Date received</i>		
<i>Received by</i>		
<i>Nominee Membership Check</i>		
<i>Proposer Membership Check</i>		
<i>Seconder Membership Check</i>		

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