



Owners Club of Australia

Queensland Division Incorporated

Notice of Annual General Meeting

Notice is hereby given of the Annual General Meeting of the Alfa Romeo Owners Club of Australia (Queensland Division) Incorporated, to be held at the Shannons Insurance Clubrooms, Unit 5, 305 Montague Road, West End on **Wednesday 13th September, 2017 at 7:30pm**. This date is also that of the monthly Club night.

Agenda

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|---|--|----|--|
| 1 | Opening of the Meeting | 9 | Appointment of Club Auditor, accountant or approved person |
| 2 | Apologies/present | 10 | Appointment of Club's Solicitors |
| 3 | Minutes of previous AGM | 11 | Election of Interim Chairperson |
| 4 | Adoption of the previous Minutes | 12 | Election of Office Bearers |
| 5 | Business arising from the previous minutes | 13 | General Business |
| 6 | President's Report | 14 | Closure of Meeting |
| 7 | Secretary's Report | 15 | Date of next Meeting |
| 8 | Treasurer's Report | | |

Apologies to the Club Secretary by **Tuesday 12th September 2017**

Alfa Romeo Owners Club of Australia (Queensland Division) Incorporated Management Committee Nomination Form for 2017 Annual General Meeting

Position	Nominee	Seconder	Nominee's Signature
President			
Vice president			
Secretary			
Treasurer			
Membership Secretary			
Competition Convenor			
Club Night Convenor			
Social Convenor			
Promotions Officer			
Magazine Advertising			
Member at Large			
Member at Large			

If you wish to nominate for a position, please advise the Club Secretary - A photocopy of this form is acceptable



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Management Committee Positions

The Alfa Romeo Owners Club of Australia (Queensland Division) Incorporated is managed by a committee of volunteers nominated by Club members and elected each year at the Annual General Meeting. Nominations are sought for the following positions.

President

Chief Executive of the Club. Chairperson for General and Committee meetings. Primary representative of the Club in its dealings with the public. Represents the Club at National meetings at Alfesta. Has a second or casting vote on tied votes at committee meetings. Must be a full member or Life Member and own or regularly drive an Alfa Romeo.

Vice President

Deputises for President in the President's absence. Assists in the administration of the Club. Must be a full or life member.

Secretary

Deals with the incoming correspondence and arranges outgoing correspondence as directed by the committee. Collects mail, keeps minutes of General and Committee Meetings. Must be a Full Member or Life Member

Treasurer

Manages the Club finances. Controls the Club bank accounts, keeps records of income and expenditure and of financial memberships. Issues receipts to members. Must be a full member or a life member

Membership Secretary

Manages the Club's membership database, issues membership cards. Liaises with the Club's Treasurer, particularly at membership renewal time

Competition Convenor

Organises functions and events orientated towards motorsport such as circuit sprints, driver training days, observation runs, etc. Can call on other Committee members or General members for assistance

Club Night Convenor

Organises general meeting entertainment, such as guest speakers, films and videos, visits, etc. Can call on other Committee members for assistance. Welcomes new members at meetings and introduces them around.

Social Convenor

Organises functions and events of such as lunches, dinners, Christmas party, daytrips, etc. Can call on other Committee members or General members for assistance.

Promotions Officer

Coordinates promotional activities for significant Club events such as Alfesta, Motor Show displays, rallies, Concours, etc. Assists the President in the general promotion of the Club and seeks advertisers for the Club magazine.

Ex Officio Positions

The Management Committee may, from time to time, seek nominations for, and subsequently appoint, Club members to ex officio (non-voting) committee positions. Such positions include Magazine Editor, Webmaster, Advertising Coordinator and Historical Dating Officer and Member-at-large.

Alfa Romeo Owners Club of Australia (Queensland Division) Incorporated Proxy Vote Nomination Form for 2017

I, _____ of _____
(Your full name) (Your full address)

being a member of the above named Association, hereby appoint:

_____ of _____
(Primary proxy's full name) (Primary proxy's full address)

or failing him/her:

_____ of _____
(Secondary proxy's full name) (Secondary proxy's full address)

as my proxy to vote for me on my behalf at the Annual General Meeting on the **13th Day of September 2017**, and any adjournment thereof.

Signed this _____ day of _____, _____
(Day of month) (Month) (Year)

Signature _____

This form is to be provided to the Club Secretary prior to the Annual General Meeting. A photocopy of this form is acceptable