



Gold Coast Writers' Association Inc

PO Box 441, Pacific Fair QLD 4218

[www.goldcoastwriters.org](http://www.goldcoastwriters.org)

[gcwa.executivesecretary@goldcoastwriters.org](mailto:gcwa.executivesecretary@goldcoastwriters.org)

## **Notice of Annual General Meeting**

**To be held from 12.30 pm on Saturday 15 September 2018**

**Fradgley Hall, Burleigh Heads**

### **Agenda of the Gold Coast Writers' Association Annual General Meeting**

1. Open the Annual General Meeting.
2. Elect members of the Management Committee.
3. Consider any other relevant business.



## GCWA Committee Roles and Responsibilities

### Executive Positions

#### President

Chair the Management Committee and member meetings, ensuring meetings work effectively.

Welcome guest speakers and act as host.

Ensure committee members do their jobs.

Lead the planning of varied, professionally relevant content for monthly member meetings, including the AGM and any Special General Meetings, within a budget.

Review the effectiveness and future direction of the Association at least annually.

Liaise with presenters of workshops and negotiate all details with speakers, including payment and technical requirements.

Represent the Association as applicable.

Ensure that communication and relations with GCWA continually serves GCWA members.

Provide a monthly newsletter report.

#### Vice-President

Be a member of the Management Committee and attend its meetings.

Act as President in the event of temporary unavailability of the holder of that position.

Consult with the President and other members of the Management Committee on matters affecting the Association.

Carry out specific tasks at the request of the President or the Management Committee.

Work to raise the profile and public image of the GCWA and generally to foster its objectives as set out in GCWA's rules

#### Secretary

Handle inward correspondence from the GCWA webmail and via Australia Post; handle all official outward correspondence.

Arrange all business meetings of the Association including Management Committee meetings and the AGM; write and disseminate minutes of Association business meetings.

Fulfil diverse administrative tasks as directed by the President and Management Committee.

#### Treasurer

Oversee the financial administration of the organisation, review procedures and financial reporting.

Advise the Committee on financial strategy and, liaise with all Committee members about fundraising opportunities.

Process all incoming and outgoing financial correspondence.

Maintain accurate financial records.

Attend Management Committee meetings and table a monthly report on finances.

### Other Positions

#### Other Committee Members

Act as a member of the Management Committee and, whenever possible, attend its meetings.

Carry out specific tasks at the request of the President or the Management Committee.

#### Social Media Manager

Manage the GCWA Facebook and Twitter accounts.

Post fresh material each week.

View, and moderate where necessary, any external comments on these sites.

Provide a report to the monthly Committee Meeting.

Attend monthly Committee Meetings.

#### Membership Secretary

Handle inward correspondence, including from the Enquiries webmail.

Liaise with the President, Secretary, and Treasurer on matters of membership.

Provide a report to the monthly Committee Meeting.

Attend monthly Committee Meetings.

#### Newsletter Editor

Produce the monthly *eWriteabout* email newsletter.

Obtain and proofread copy and other content, and monitor advertising.

Arrange dispatch through membership email list.

Liaise with members of the Management Committee.

Provide a report to the monthly Committee Meeting.

Attend monthly Committee Meetings.

#### Website Administrator

Regularly update content on the GCWA website as directed by the GCWA Committee. This includes photos, book reviews, promotions, advertising, meeting information.

Encourage members to provide content.

Ensure all content reflects GCWA's branding and values.

Maintain special content to the members-only section of the website.

Provide a report to the monthly Committee Meeting.

#### Providore

Arrange or delegate catering for monthly general meetings. This includes purchase and preparation of food and beverages; kitchen preparation and lock-up.

Attend monthly Committee Meetings.



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## Nomination Form

**This Nomination Form is a declaration to nominate a member to be on the Gold Coast Writers' Association Management Committee, in an office-bearing role or in a support role.**

The Gold Coast Writers' Association has the positions of President, Vice-President, Secretary, Treasurer, Membership Secretary, Newsletter Editor, Webmaster, and at least two General Committee positions making up the Management Committee. We also have support positions of Venue and Catering (Providore), and Social Media Administration (Facebook, Twitter).

Nominations need to be submitted to the Secretary on or before **Friday 14 September 2018**.

Please mail to PO Box 441, Pacific Fair QLD 4218

OR

Complete this form on screen and email to [gcwa.executivesecretary@gmail.com](mailto:gcwa.executivesecretary@gmail.com).

Nomination forms must be signed by two voting members of the Gold Coast Writers' Association and be accompanied by the written consent of the nominee. If you are unable to obtain the signature of two members, the Management Committee has the discretion to appoint one of its members as the second signatory.

Your membership number is on your membership receipt.

### NOMINATION

I/We nominate .....

For the position of .....

..... Your membership no. ....  
Nominator to sign (and print your name)

..... Your membership no. ....  
Nominator to sign (and print your name)

### ACCEPTANCE

If elected/appointed I agree to carry out the duties of this position

Nominee to sign (and print your name)

..... Nominee's membership no. ....

.....  
Date received by Secretary



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## Proxy Voting Form

I ..... [insert name of appointer]  
of ..... [insert address of appointer]  
Membership no. .... [insert membership number of appointer]

appoint ..... [insert name of proxy]  
of ..... [insert address of proxy]

or failing that person,

I appoint ..... [insert name of alternative proxy]  
of ..... [insert address of alternative proxy]

as my proxy to vote on my behalf at the Annual General Meeting of the GCWA to be held on 15 September 2018  
and at any adjournment thereof.

Signed ..... this ..... day of ..... 2018.

Name ..... [please print].

As an alternative to providing signatures, you may complete this form on screen and email to  
[gcwa.executivesecretary@gmail.com](mailto:gcwa.executivesecretary@gmail.com)

**Proxies must be received before the start of the meeting.**