

**Cumann Gaeilge na hAstráile
Cruinniú Bliantúil & Toghchán an Choiste
le haghaidh na bliana 2016-17**

**Annual General Meeting and
Election of Committee of Management**

**7:30 pm, Tues 21st June, first floor, Celtic Club
320 Queen Street, Melbourne 3000**

BUSINESS

Opening remarks, apologies
Minutes of previous AGM
Matters and correspondence arising from previous AGM
President's report (K.M.)
Report on on-line classes (S.T.)
Treasurer's report (G.H.)
Election of Office Bearers and Committee Members
Any other business of which prior notice has been given (* see below)
Refreshments

Financial members with enthusiasm, organisational skills, practical abilities, creative concepts and constructive ideas who are willing to put in time, effort and direct action to help administer the day to day affairs of the Cumann are invited to nominate for a position on the 2016-17 Committee. Financial members who are eligible to vote but unable to attend may use a proxy voting form to appoint someone else to vote on their behalf. Nominations for the positions of Office Bearers and Ordinary Members of the Committee will open on Tues 31st May 2016 and will remain open until start of AGM. Nomination forms and proxy voting forms are provided with this notice and on our website www.gaeilgesanastrail.com

Forms are to be returned to the secretary of the Cumann at the above address and must be received prior to commencement of the AGM. Please allow adequate time for delivery. The nominee, proposer and seconder shown on a nomination form must all be Cumann members on the date shown on the form otherwise the nomination is invalid.

- Members who wish to have other business tabled for discussion must provide full details in writing to the secretary including the wording of any resolutions which are to be voted on.

REMEMBER—You must be a current financial member to nominate, attend and vote

**FORM OF APPOINTMENT OF PROXY FOR
AN ANNUAL GENERAL MEETING OR SPECIAL GENERAL MEETING**

I,

(name)

of

(address)

being a member of the Irish Language Association of Australia

appoint

(name of proxy holder)

of

(address of proxy holder)

being a member of that Incorporated Association, as my proxy to vote on my behalf at the (*annual)/(*special) general meeting of the Association to be held on—

(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote (*in favour of)/(*against) the following resolution:

[insert details of resolution]

Signed

Date

*Delete if not applicable

**NOMINATION FOR THE COMMITTEE OF
THE IRISH LANGUAGE ASSOCIATION OF AUSTRALIA**

Nomination for the position of

- President
- Vice President
- Secretary
- Treasurer
- Ordinary committee member

Name of nominee.....

Signature of nominee.....Date.....

Proposer

I, _____, a member of the Association, propose
(name)
the above named person

Signature of Proposer

Date

Secunder

I, _____, a member of the Association, second
(name)
this nomination.

Signature of Secunder

Date

What does each committee member do ?

President – is the public face of our organisation

- chair the monthly committee meetings and the AGM
- officiate at all Cumann events
- provide an end of year report at the AGM
- sign grant applications and any other external documents on behalf of the Cumann
- represent the Cumann in any dealings with third parties eg Celtic club, Irish government, Immigration museum, local media etc

Vice president – works closely with president and can stand in if he/she is unavailable for any reason

Secretary - Under recent Victorian legislation the secretary is now also the public officer

- receive all new and renewal membership forms
- put forward new member applications for committee approval.
- maintain membership register on computer and make monthly backup
- issue membership cards, file membership forms in archive
- provide monthly membership report to committee
- issue notices of committee meetings and take minutes at the meetings
- issue notice of AGM and receive nomination and proxy voting forms, take minutes at AGM
- (as the public officer) submit annual report to consumer affairs department in Vic

Treasurer - Our finances are now held on computer, *training for this is available*

- banking of cash (weekly collections, membership fees, book sales etc) and other income
- pay invoices and reimburse any approved expenses
- reconcile bank statements
- maintain financial records on computer and make monthly backup
- provide monthly financial report to committee
- provide end-of-year report to AGM
- file all end-of year documents in financial archive
- *we bank with Credit Union Australia and the treasurer must take out CUA membership in order to become a cheque signatory*

Ordinary Members – the six ordinary members of committee are expected to

- assist the office bearers whenever required in the tasks described above
- take an active role in the running of all Cumann activities such as weekly classes, open days, festivals, fundraisers, social nights and annual Daonscoil etc
- bring to the committee's attention any issues that have been raised by members
- represent the views of members whenever committee votes are to be taken
- at all times work for the betterment of the Cumann and its members

The rules for committee meetings are laid out in sections 20-31 of our constitution, which is available on our website. The committee makes all decisions regarding our day to day operations but can never over-rule the constitution.