

SPRINGWOOD DISTRICT DOG TRAINING CLUB Inc The Annual General Meeting 2011

The Springwood District Dog Training Club's Annual General Meeting is to be held on the 25th of August 2011 at the clubhouse at Lomatia Park Springwood. The A.G.M will start at 7:30 pm. The following is a description of all key roles and information on how to make nominations and vote.

Club Position Descriptions: Office Bearers

President:

Shall chair all General and Committee meetings. Shall have a full and clear understanding of the constitution and be familiar with all phases of the dog world. Shall have an understanding of all club positions and be able to take over when any person is unavailable to fill their position. Shall attend all official functions and shall represent the club in all matters. Shall be a member of the Canine Council LTD.

Vice President:

Shall provide assistance to the President and shall assume the position of president when required. Shall provide assistance to other club positions as required. Shall be a member of the Canine Council LTD.

Secretary:

Shall receive and maintain records of, and reply to, all correspondence directed to the club. Shall maintain all records of clubs minutes. Shall maintain the club membership register. Shall have full and clear understanding of the club's constitution. Shall be a member of the Canine Council LTD.

Treasurer:

Shall receive all monies from Club activities and arrange the banking of this money. Shall maintain record's of all the club's finances and prepare financial statements for the Auditors. Shall arrange for the payment of all club purchases and rentals. Shall be a member of the Canine Council LTD.

Chief Instructor Obedience and Chief Instructor Agility

Shall be responsible for the organization of the club's training including the provision of suitable and adequate Instructors Shall organise and conduct the Instructors course. Shall be familiar with the current rules and regulations for Obedience/ agility as set out by the Canine Council LTD.

Other positions:

Trial Manager Obedience and Trial Manager Agility

Shall organise and supervise the club's conduct of a trial. Shall provide management and be available to solve problems on the day of the trial.

Trial Secretary Obedience and Trial Secretary Agility

Shall organise and complete all the administration to conduct the club's trial.

Trophy Officer:

Shall be responsible for the purchase of trophies for the club's presentation and obedience trial.

Newsletter Editor:

Shall draft, prepare, publish and arrange the distribution of the club's newsletter.

Table Manger:

Shall collect ground fees from training, register any new members and issue receipts.

Shop Manager:

Shall

Publicity Officer:

Shall draft advertisements under the guidance of the club's secretary. Shall promote the club wherever possible.

Postal Votes.

Members who wish to vote by a postal vote must fill in the form attached. The form must be received by the Club Secretary no later than the 22nd July, 2011. Along with the form a self addressed envelope must be included.

The Secretary will send back to the member by no later than August 11th (14 days prior to AGM) a ballot paper showing all nominated members for each position.

The postal voting member shall strike out all candidates they do NOT wish to vote for on the ballot paper. The ballot paper must be returned to the Club Secretary no later than 5:00pm on the day of the AGM 25th August 2011.

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Request for Postal Vote.

I hereby wish to be registered and receive a postal ballot paper for The Springwood District Dog Training Club Inc.

AGM to be held August 25th 2011.

Member's Name: _____

Member's address: _____

Members' s Signature: _____

A stamped self addressed envelope must accompany this request and be received by the Secretary by July 22nd 2011.

Basic Voting procedure:

- As a member of the Springwood District Dog Training club you are able to nominate yourself or any other member for any of the positions within the club.
- Before you nominate or vote for a candidate you must have renewed your membership by the 30th June,2011.
- Nominations must be made on the form attached and posted or handed to the Club Secretary by the 4th August 2011. (21 days prior to the AGM).Only when there are no nominations received for a position, can those at the AGM nominate a person for a club position. Please check that the person you wish to nominate is willing to accept the position. Both you and the nominee will need to sign the form attached.
- If required to vote for nominees you may only have one vote for each position called for.

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Springwood District DTC Inc - Nomination Form

I hereby wish to nominate the following club member of Springwood District DTC as candidate for:

Candidates Name _____ Candidates signature _____

Position Sought _____ Dog's N.S.W Membership _____
(if required)

Proposer's Name _____ Proposer's Signature _____

Nominations to be received by the club Secretary no later than August 4th, 2011.

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