

North Brisbane Water Polo Club

Notice of Annual General Meeting

Notice is hereby given that North Brisbane Water Polo Club will be holding its **Annual General Meeting at Enoggera Bowls Club, Pickering Street, Enoggera, at 2pm on Sunday the 10th August 2014.**

Business of Meeting

Business to be conducted at the Annual General Meeting shall include:

1. Approval of the minutes of the last Annual General Meeting of the Club held on 11th August 2013 (copies will be available at the meeting);
2. Receipt of the Acting President's Report (which will be presented at the meeting);
3. Receipt and adoption of the Club's financial statements and auditor's statement for the 2013/2014 financial year (which will be available at the meeting);
4. Election of members of the Management Committee.
5. Other Business

Election of Members of the Management Committee

In accordance with our constitution, all members of the Management Committee shall retire from office but shall be eligible upon nomination for re-election.

Management Committee Positions Available:

1. President
2. Vice President
3. Secretary
4. Treasurer

Nomination for Management Committee Member

Please find **attached** 'Nomination for Management Committee' form. All nominations with original signatures are to be submitted on the attached form by Sunday 3rd August 2014. Nominations received after this date will not be accepted or considered unless, at the commencement of the Annual General Meeting, there are insufficient candidates nominated, when nominations may be taken from the floor of the meeting.

Operational Team Roles that are required to be performed in order to permit the club to operate efficiently and effectively, together with a brief description of each role, are tabulated on the following pages.

A meeting will be held at a later date to appoint persons to the operational committee.

Please feel free to mark your interest for an operational committee role and submit your preference by email to club secretary at secretary@polobears.com.au

Michael MacGinley

Secretary

North Brisbane Water Polo Club

24 July 2014

Management Committee	
President -Russell Dryer	<ul style="list-style-type: none"> Oversees the operations of the club. Presides at all meetings of the club. Works to maintain the relationship between the committee, it's members and outside bodies Is the external representative of the club
Vice President- Tony Dal Bon	<ul style="list-style-type: none"> Will act as stand-in for Club President when President is unable to fulfil positional duty.
Secretary- Linda Zappia Assistant Secretary- Helen Arbon	<ul style="list-style-type: none"> To call management and committee, special and annual general meetings as required by the club constitution. Keep full and correct minutes of all club meetings and. provide management committee with meeting minutes within seven days. Attend to the correspondence of the club (collect and record mail, identify items needing action, outward correspondence). Take custody of the clubs documents. To advertise club meetings. Prepare and circulate agenda for each meeting. Act upon the directions of the meeting. Ensure that the requirements of incorporation are met.
Treasurer- Jane Andrews	<ul style="list-style-type: none"> Keep accurate account of receipts and expenditure with the use of MYOB Prepare a statement of finance for each meeting. Prepare an annual financial statement for the annual general meeting which must be audited. Promptly bank all monies received in the appropriate account. Pay all accounts promptly when authorised by a meeting. Issue receipts for all money received. Ensure all cheques are filled out and signed by the appropriate people. Participate in the preparation of an annual budget and monitor expenditure against the budget.
Operational Committee	
Registrar- Karilyn Milliken	<ul style="list-style-type: none"> To coordinate the registration of all players within the club. To work in conjunction with BWPI, QWPI and AWPI. Keep accurate registration records.
Grants and Sponsorship Co-ordinator Russ Dryer?	<ul style="list-style-type: none"> To seek grant and sponsorship opportunities with assistance from management committee. Research and alert management committee to upcoming grant/sponsorship opportunities. Create and maintain grant/sponsorship database. Liaise with Water Polo Queensland on grants available
Marketing /Publicity Officer Diana Dryer	<ul style="list-style-type: none"> To provide media coverage of the club at every possible opportunity. Contact Local newspapers regularly for opportunities to publish Polo Bear stories Prepare and organise club brochures and posters for various events i.e. Sign on, School holiday clinics and Come N Try days etc Prepare marketing plan for club to target local schools etc Prepare handout booklet for all club members
Website Officer - Linda Zappia	<ul style="list-style-type: none"> To update website with information in a timely manner. To update facebook on a regular basis with weekly scores and provide direct club information.
Merchandise Officer- Alison Wilcox	<ul style="list-style-type: none"> To maintain club merchandise records. To accurately control the movement of stock. Responsible for the ordering of club merchandise.
Equipment Officer – Helen Arbon	<ul style="list-style-type: none"> Keeps a record of all the clubs equipment including goals and caps Label all equipment at start of season Allocates every team a set of caps etc Organises replacement of broken, missing or old equipment Undertake annual stock take

Fund Raising Coordinator VACANT	<ul style="list-style-type: none"> • Will develop a fund raising action plan. • Research fundraising opportunities. • In conjunction with the treasurer, keep accurate records of all fund raising events.
Referee Coordinator- Jane Andrews	<ul style="list-style-type: none"> • Ensure all teams have a referee for every game • Keep record of referees for payments at end of rounds. • Establish and operate a roster to ensure the club's commitments are met. • Maintain a record of accredited referees and their levels. • Manage the club's refereeing responsibilities for the various fixtures. • Facilitate referees training and ongoing development
Junior Boys Coordinator Jane Andrews	<ul style="list-style-type: none"> • To act as liaison between the junior boys teams, club committee and BWPI. • Attend club committee meetings. • Liaise with team managers and ensure all teams have required number of players for weekly competition and arrange fill-in players for teams if required.
Junior Girls Coordinator Jane Andrews	<ul style="list-style-type: none"> • To act as liaison between the junior girls teams, club committee and BWPI. • Attend club committee meetings. • Liaise with team managers and ensure all teams have required number of players for weekly competition and arrange fill-in players for teams if required.
Senior Men's Coordinator Scott McNaught Andy Yule	<ul style="list-style-type: none"> • To act as liaison between the men's teams, club committee and BWPI. • Attend club committee meetings. • Liaise with team managers and ensure all teams have required number of players for weekly competition and arrange fill-in players for teams if required.
Senior Women's Coordinator Chloe Hogan Hayley North	<ul style="list-style-type: none"> • To act as liaison between the women's teams, club committee and BWPI. • Attend club committee meetings. • Liaise with team managers and ensure all teams have required number of players for weekly competition and arrange fill-in players for teams if required.
Social Co-ordinator VACANT	<ul style="list-style-type: none"> • To coordinate the supporters and volunteers for the club. • To organise the various committees under their banner for such purposes as club social functions, EOY function end season club presentation.
New Player Liaison Karilyn Milliken	<ul style="list-style-type: none"> • Will be the first point of call for all new players • Will oversee placement of new player into appropriate team.
BBQ Convenor at Musgrave pool Team Managers	<ul style="list-style-type: none"> • Organise all the club duty days at Musgrave pool with the assistance of volunteer parents and players
Pool Bookings Officer Jane Andrews & Helen Arbon	<ul style="list-style-type: none"> • To oversee the training space requirements across all teams. • To liaise with Centre Management to ensure pool bookings are in place • Keep records of all pool bookings for training sessions and organise payment of invoices.

Coaches & Managers /

Coaches	<ul style="list-style-type: none"> • Will design and implement age/skill appropriate water polo program in a positive and enthusiastic manner • Attend training sessions, game days and other designated competitions • In your absence, arrange suitable replacement coach.
Team Managers	<ul style="list-style-type: none"> • To act as liaison between parents, players, coach and club committee.

