



BRITISH & EUROPEAN AUTOMOBILE CLUB (SOUTHERN HIGHLANDS NSW) INC.

Reg. No. INC9885185

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of
The British & European Automobile Club (Southern Highlands NSW) Inc.
will be held on **Wednesday 16 June, 2021, 12 Noon**
at Colo Vale Community Hall, 28 Railway Ave, Colo Vale NSW 2575.

By Order of the Committee.
Anne Wood, Secretary.

24 February, 2021

Agenda.

1. Apologies.
 2. Receive and adopt the Minutes of the 2020 Annual General Meeting.
 3. Receive and adopt the President's Report.
 4. Receive and adopt the accounts for financial year ended 31 March 2021.
 5. Election of Committee for year ending 31 March 2022.
 6. Motion required to authorise the signing of the Annual Statement to the Office of Fair Trading.
 7. Motion required to appoint Auditor.
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**BRITISH & EUROPEAN AUTOMOBILE CLUB
(SOUTHERN HIGHLANDS NSW) INC.**

NOMINATION FORM FOR 2021-2022 MANAGEMENT COMMITTEE

WE _____ (print name & address)

AND _____ (print name & address)

wish to nominate - _____ (name of nominee)

for a Committee position of the British & European Automobile Club (Southern Highlands NSW) Inc. as circled below. (if more than one please indicate preference 1,2,3,...etc)

President

Secretary

Treasurer

Membership Registrar

Editor

Events Co-ordinator

Webmaster

Proposer signature..... Seconder signature.....

I consent to this nomination.....nominees signature

_____ -date

Important - please note:-

- *All nominations to be lodged with the Secretary either in person or by mail to the club's PO Box 1020, Bowral 2576, no later than 4 June 2021.*
- ***Only financial members as at 16 June 2021 are entitled to nominate and to vote.***
- ***Nominations from the floor at the meeting will be accepted ONLY where no valid nomination in writing for the relevant Committee position has been received.***
- **Use this form only for valid nominations.**

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(SOUTHERN HIGHLANDS NSW) INC**

FOR THE INFORMATION OF NOMINEES

**OUTLINE OF COMMITTEE RESPONSIBILITIES
- ANNUAL GENERAL MEETING -**

The Committee meets a minimum of three times per year to discuss and administer the Club. The President chairs these meetings and minutes are kept. In between there is a constant flow of emailed correspondence and information. The following roles form the duties of Office-Bearers and members of the committee.

President. The President chairs general meetings when held as well as the committee meetings. The President is the spokesperson for the club and keeps an eye on strategic issues. The President is responsible for publicity, promotion and relationships with other clubs and bodies.

Secretary. Responsible for the accurate recording of the minutes of general meetings as well as the committee meetings. Also produces and distributes the committee meeting agenda. Responsible with the Treasurer for rendering the annual return to the State Government.

Treasurer/Public Officer. Manages and records the flow of funds and works closely with the President to maintain control over budgets. Maintains the club's bank account. Currently the role of Public Officer sits with the Treasurer which means he is the responsible officer for the club's statutory affairs.

Membership Registrar. Maintains the membership records for the club. Provides an electronic mailing list to the webmaster each month. Sends material to new and prospective members.

Editor. Our BEACon Newsletter is the work of the editor who compiles the Newsletter and emails it to the Webmaster for electronic distribution to all members with an email address. The editor is responsible for content of the Newsletter.

Events Co-ordinator. Responsible for the coordination of the various events held throughout the year, based on personal familiarity and knowledge of the Southern Highlands.

Webmaster. Maintains the club's website to inform members and non-members of the club's activities, and distributes the monthly Newsletter, BEACon, by electronic distribution to all members with an email address.

● **Please note: All BEAC documentation is maintained electronically. It is essential that all Committee members have experience with Word and Excel Spreadsheets, together with access to the Internet and email.**