



Waverley Hockey Club (Inc.)

Ground and Club Room

Cnr High Street Road and Winbirra Parade

Ashwood 3147

Ph: (03) 9807 7805

ABN 44 023 477 348

5 December 2017

## **Notice of the Annual General Meeting**

The 2017 Annual General Meeting of the Waverley Hockey Club Incorporated will be held at:

**Bob Trewin Pavilion  
Corner Winbirra Parade and High Street Roads, Ashwood**

**On**

**Tuesday, 19<sup>th</sup> December 2017**

**at**

**8.15pm**

The following is the agenda for the meeting. Items of general business that members wish to add, together with nomination forms for committee positions are to be communicated by Monday, 18<sup>th</sup> December 2017 to

**Waverley Hockey Club Secretary  
PO BOX 2069 Mount Waverley 3149  
Email: [secretary@waverleyhc.org.au](mailto:secretary@waverleyhc.org.au)**

### **Agenda**

#### **1.0 Apologies**

#### **2.0 Tabling of minutes of 2016 AGM**

#### **3.0 Tabling of Reports**

- 4.1 Presidents Report
- 4.2 Men's Unit Report
- 4.3 Women's Unit report
- 4.4 Junior Unit Report
- 4.5 Financial Report

#### **4.0 Nomination of Life Member**

#### **5.0 Election of Executive Committee members for 2018**

The constitution of the Waverley Hockey Club allows for an executive committee of 11 members. The



positions and responsibilities are as follows:

### **President**

Ensure the objectives and rules under which the club operate are maintained  
Formulation and implementation of business plan  
To encourage and support the members  
Maintain relationships with HV  
Maintain relationships with other clubs  
Develop and maintain a manual of procedures.

### **Secretary**

Responsible for correspondence with HV  
Team entries  
Inward and outward correspondence  
Public Officer

### **Treasurer**

Plan the clubs financial future  
Budget preparation  
Monitor and control revenue and expenditure  
Send invoices when required  
Payment of accounts  
Preparation of annual report  
Engage book keeper to assist data and fee collection

### **President - Women's**

Coordinate the operation of the Women's unit through the formation of a Women's subcommittee to include

- Women's registrar to obtain data for club registrar
- Coaches
- Development of KPI's
- Selection committees
- Player recruitment
- Umpires

### **President - Men's**

Coordinate the operation of the Men's unit through the formation of a Men's subcommittee to include

- Men's registrar to obtain data for club registrar
- Coaches
- Development of KPI's
- Selection committees
- Player recruitment
- Umpires



### **President - Juniors**

Coordinate the operation of the junior unit through the formation of a junior subcommittee to Include

- Junior registrar to obtain data for club registrar
- Junior team entries
- Coaches in conjunction with development coordinator
- State and regional team opportunities
- Player recruitment
- Formulation of junior budget for approval by club treasurer
- Minkey program
- Umpires

### **General Committee Members**

Assist the committee where required

## **6.0 General Business**

## **7.0 Close**



**NOMINATION FORM FOR 2016 WAVERLEY HOCKEY CLUB COMMITTEE POSITION**

*Persons wishing to nominate for an Executive Committee position are required to be a financial member of the Waverley Hockey Club.*

I, \_\_\_\_\_  
Print Name of Nominee

\_\_\_\_\_  
Nominate For The Position of:

I am a financial member of Waverley Hockey Club

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Nominee

**I SUPPORT THIS NOMINATION:**

\_\_\_\_\_  
Print Members Name

\_\_\_\_\_  
Members Signature