



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

23rd November 2018

Notice of the Annual General Meeting

The 2018 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

Wednesday, 19th December 2018

at

7.00pm

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 Tuesday, 18th December 2018 to

**Waverley Hockey Club Secretary
PO BOX 2069 Mount Waverley 3149
Email: secretary@waverleyhc.org.au**

Agenda

1.0 Apologies

2.0 Tabling of minutes of 2017 AGM

3.0 Tabling of Reports

- 3.1 Presidents Report
- 3.2 Men's Unit Report
- 3.3 Women's Unit report
- 3.4 Junior Unit Report
- 3.5 Financial Report

4.0 Nomination for Life Member

5.0 Election of Executive Committee members for 2019

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 2019 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