

# MAYFIELD NETBALL CLUB

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given of the Annual General Meeting for Mayfield Netball Club Incorporated which will be held on **WEDNESDAY, 5 October 2022**, 7:00pm at Carina Leagues Club, Chadwick Room, 1390 Creek Road, Carina

**Attached are the following forms: -**

1. Nominations called for Board positions
  - President
  - Secretary
  - Treasurer
  - General Board Member 1
  - General Board Member 2
2. Nominations called for Committee Convenor positions
  - Coaching
  - Umpiring
  - Registrar
  - Uniform
  - NetSetGO
3. Job description relating to positions
4. Minutes from last year's Annual General Meeting
5. Agenda

**Business to be conducted at Annual General Meeting**

Receiving the Club's financial statement, and audit report, for the last reportable financial year.

Presenting the financial statement and audit report to the meeting for adoption.

Electing members of the Board.

Appointing an auditor or an accountant for the present financial year.

All Mayfield Netball Club members are entitled to attend, vote and stand for election for the Committee.

To nominate yourself for a committee position for 2023, please complete a nomination form.

**Please forward nominations to:** [mayfieldnetball@hotmail.com](mailto:mayfieldnetball@hotmail.com) by Wednesday, 21 September 2022



# MAYFIELD NETBALL CLUB AGENDA

<b>Meeting title:</b>	2022 Annual General Meeting
<b>Meeting time and date:</b>	Wednesday 5 October 2022 @ 7 pm
<b>Meeting venue:</b>	Carina Leagues Club, 1360 Creek Road, Carina

<b>1.</b>	<b>MEETING OPEN</b>
<b>2.</b>	<b>MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING</b>
<b>3.</b>	<b>BUSINESS ARISING FROM MINUTES OF PREVIOUS ANNUAL GENERAL MEETING</b>
<b>4.</b>	<b>PRESIDENT'S REPORT</b> 1. That the president's report be adopted
<b>5.</b>	<b>TREASURER'S REPORT AND FINANCIAL STATEMENT</b> 1. That the treasurer's report be adopted 2. That the annual financial statement and audit report for the 2022 financial year be received and adopted
<b>6.</b>	<b>SUBCOMMITTEE AND ANY OTHER REPORTS</b> <ul style="list-style-type: none"><li>• Coaching</li><li>• NetsetGO</li><li>• Umpiring</li><li>• Registrar</li></ul>
<b>7.</b>	<b>ELECTION OF MANAGEMENT COMMITTEE</b>
<b>8.</b>	<b>APPOINTMENT OF VOLUNTEERS TO FILL OTHER DESIGNATED POSITIONS</b>
<b>9.</b>	<b>APPOINTMENT OF AUDITOR FOR THE 2023 FINANCIAL YEAR</b> 1. That Katrina Carrall of Carrall and Co be appointed as the Club's auditor for the 2022 financial year.
<b>10.</b>	<b>ELECTION OF LIFE MEMBERS</b>
<b>11.</b>	<b>SPECIAL RESOLUTION[S]</b>
<b>12.</b>	<b>MEETING CLOSE</b>

# MAYFIELD NETBALL CLUB

## MINUTES

### Annual General Meeting

<b>Meeting title:</b>	Mayfield Netball Club – Annual General Meeting
<b>Meeting time and date:</b>	10.00am Saturday 6 November 2021
<b>Meeting venue:</b>	Carina Leagues Club
<b>Attendees:</b>	Taya Christie, Michelle Parkin, Jane Brisbane, Jenny Battams, Carmel Gibbs, Louise Taylor, Dee Campbell, Kathleen Goldsmith, Nicole Plowman
<b>Apologies:</b>	Vanessa Hansen, Leonie Erceg, Tracy Joyce, Jenny Mauga, Gail McIntosh, Sarah Case
<b>Minutes kept by:</b>	Taya Christie

#### 1. MEETING OPEN

<b>Opened by:</b>	Michelle Parkin
<b>Time opened:</b>	10.06am
<b>Quorum:</b>	Yes

#### 2. MINUTES OF THE PREVIOUS MEETING

Confirm that the minutes of the previous meeting are taken as a true and correct record.

**MOTION:**        *That the previous minutes be taken as a true and correct record.*

<b>Moved by:</b>	Jenny Battams
<b>Seconded by:</b>	Louise Taylor

#### 3. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING

- Nil

#### 4. President's report

Refer President's report in the Mayfield Netball Club AGM Booklet 2021 attached. Michelle asked if there were any questions of her report. None.

**MOTION:**        *That the President's report be adopted.*

<b>Moved by:</b>	Michelle Parkin
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<b>Seconded by:</b>	Taya Christie
<b>Result</b>	
<b>Votes for</b>	9
<b>Votes against</b>	Nil
<b>Abstain</b>	Nil
	Carried
<b>5. Treasurer's report</b>	
Refer Treasurer's report in the Mayfield Netball Club AGM Booklet 2021 attached	
<b>Discussion:</b>	Nil
<b>MOTION:</b>	<i>That the 2020 Treasurer's report be adopted.</i>
<b>Moved by:</b>	Louise Taylor
<b>Seconded by:</b>	Carmel Gibbs
<b>Result</b>	
<b>Votes for</b>	9
<b>Votes against</b>	Nil
<b>Abstain</b>	Nil
	Carried
<b>MOTION:</b>	<i>That the annual financial statement and audit report for the 2020/21 financial year be received and adopted.</i>
<b>Moved by:</b>	Louise Taylor
<b>Seconded by:</b>	Carmel Gibbs
<b>Result</b>	
<b>Votes for</b>	9
<b>Votes against</b>	Nil
<b>Abstain</b>	Nil
	Carried

## 6. Sub Committee and any other reports

For reports refer attached Mayfield Netball Club AGM Booklet 2021.

**Coaching Report 2021** – presented by Nicole Plowman

**Umpiring Report 2021** – presented by Jane Brisbane

**NetSetGO Report 2021** – presented by Michelle Parkin

**Registrar Report 2021** – presented by Taya Christie

**MOTION:** *That the sub-committee reports be adopted.*

	<b>Coaching</b>	<b>Umpiring</b>	<b>NetSetGO</b>	<b>Registrar</b>
<b>Moved by:</b>	Nicole Plowman	Jane Brisbane	Michelle Parkin	Taya Christie
<b>Seconded by:</b>	Jenny Battams	Dee Campbell	Louise Taylor	Jane Brisbane
<b>Result</b>				
<b>Votes for</b>	9	9	9	9
<b>Votes against</b>	Nil	Nil	Nil	Nil
<b>Abstain</b>	Nil	Nil	Nil	Nil
	Carried	Carried	Carried	Carried

## 7. Election of Management Committee

Election of New Committee Members: All positions now vacated and put up for re-election of Management Committee Positions

Michelle took nominations

President, one nomination, Secretary, one nomination, Treasurer, one nomination Louise Taylor – General Board, two nominations Jane Brisbane, Leonie Erceg

President	Michelle Parkin
Secretary	Taya Christie
Treasurer	Louise Taylor
General Member	Leonie Erceg
General Member	Jane Brisbane

Michelle congratulated the new Board

### Election of Sub Covenor Positions

Coaching	Nicole Plowman
NetSetGO	Sarah Case
Umpiring	Jane Brisbane and Gail McIntosh
Uniforms	Dee Campbell
Registrar	Carmel Gibbs

All positions accepted.

### Election of Sub Committee

Coaching	Jenny Battams Carmel Gibbs Jenny Mauga Leonie Erceg
Umpiring	Jenny Battams

All positions accepted

### Life Member Nominations

As per written resolution dated 1 August 2021 – Jennifer Battams elected as Life Member

## 8. Election of Mayfield Members Nominating for the MDNA Board

Nominations for MDNA Board were endorsed by written resolution dated 19 October 2021 and these resolutions were provided to MDNA

Lauri Moore – MDNA Secretary

Michelle Parkin – MDNA General Board Member

## 9. Appointment of Auditor for the 2021/22 Financial Year.

Katrina Cooke  
Carrall & Co.  
Accountants and Auditors  
9 Daniells Street Carina 4152  
PO Box 578  
Cannon Hill Qld 4170

**MOTION:** *That Carrall & Co. be elected as Honorary Auditor for the 2021/22 Financial Year.*

**Moved by:** Louise Taylor

**Seconded by:** Taya Christie

### Result

**Votes for** 9

**Votes against** Nil

**Abstain** Nil

Carried

## **General Business**

Nil

## **10. MEETING CLOSE**

<b>Closed by:</b>	Michelle Parkin
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<b>Time closed:</b>	10:37am
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## **CHAIR'S DECLARATION**

*Following ratification of these minutes at the next meeting, the chair of the original meeting or the chair of the meeting where the minutes were endorsed is to sign the declaration below. The organisation's common seal may be affixed to the minutes once signed.*

<b>DECLARATION:</b>	<b><i>I declare that these minutes are a true and correct record of the proceedings of the meeting.</i></b>
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<b>Name (Chair):</b>	Michelle Parkin
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<b>Signature:</b> <i>(May be electronic)</i>	
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<b>Date:</b>	
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Annexure

Mayfield Netball Club  
AGM Booklet 2021



# COMMITTEE ROLES

## Executive Committee

### President

Role – to ensure the efficient running of all operations of the Association.

Duties:

- Plan for the future of the association.
- To have a good working knowledge of the association rules, by-laws, insurance cover and duties of all office holders.
- Association representative (ultimate responsibility lies with the President)
- Preside as chair at Board meetings and general meetings and in doing so ensure that all business is conducted in a proper manner in accordance with the association rules, by-laws and standing orders
- Endeavour at all times to ensure the general wellbeing of the association and act as spokesperson for the association
- Liaise as necessary with government departments, councils, partners, sponsors and governing bodies where association representation is required
- Be aware of all current and future association activities, and act as spokesperson on and at these activities
- Report to the operational committee and general members of the association where appropriate.
- Support all volunteers and staff including committee members, coaches, umpires and players
- Serve as an ex-officio member on all subcommittees of the Association
- Act as a direct contact and support for one or more of the organisational divisions as appointed by the Board at its first meeting.
- Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant projects and communications
- Prepare a report to be given to the secretary prior to, and to be presented at, the annual general meeting
- Perform (having regard to the rules of the association) such other duties as the Board may direct from time to time.
- Assist with the preparation of the annual association agenda for the year
- Assist with the annual budget for the association for the year
- Represent Mayfield at any netball/sports functions.
- Assist where required with Member Registrations
- Assist where required with Player Grading/Trials
- Assist and be present for the End of Year Presentations
- Order Trophies
- Attend Clem Jones Association Partners Meetings.
- Liaise with Sub-committees who are allocated to your portfolio

## Secretary

Role – Administrator of the Association providing coordination links between members, Association executive and MDNA

Duties:

- Maintain a file of all relevant contact details (eg. insurance, website, etc.)
- Keep Association managers abreast of all association and team matters
- Attend to all mail – postal and email
- Ensure all replies to correspondence are prompt
- Co-ordinate all contact with MDNA on team and association issues
- Attend MDNA meetings and brief association exec, and association members where needed
- Executive Committee Member
- Attend Board meetings and general meeting of the association, record minutes, prepare Action List, prepare and distribute summary board meeting minutes to operational positions, distribute General Meeting Minutes to Board, Operational.
- Issue notices of meetings in accordance with the association's rules, together with an agenda
- Keep the minutes and records of proceedings of all meetings of the association
- Conduct all correspondence of the association as instructed by the Board and keep files of such correspondence, records and reports of subcommittees, officers, delegates and officials
- Keep a record of names and contact details of all members of the association, including secretaries of all Clubs
- Keep a register of colours and uniforms of associations
- Keep a record of all life members
- Ensure that a current copy of the association's rules and by-laws are available to each new member
- Keep updated copies of the association's rules for advice of all members
- Arrange for the carrying out of clerical work associated with the association's affairs
- Prepare the annual report for presentation at the annual general meeting
- Support all volunteers and staff including committee members, coaches, umpires and players
- Act as a direct contact and support for one or more of the organisational divisions as appointed by the Board at its first meeting
- Perform such other duties as the Board may direct including guidance, support and direct point of contact for one of the organisational divisions
- Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant communications Requirements
- Resides in the state where the associations Incorporation Act applies
- Familiarity with Secretary's Incorporation requirements and responsibilities Annual Duties
- Submit with assistance of Office Admin the Annual Returns of association to Office of Fair Trading (OFT), including signed Audit Report within 1 month after the AGM
- Update Facebook and/or Website if required
- Prepare Canteen/Grounds Roster
- Co-ordinate fundraising
- Co-ordinate photos
- Assist with the preparation of the Annual Association Agenda for the year
- Assist with the Annual Budget for the Association for the year
- Represent Mayfield at any netball/sports functions.
- Understand the Mayfield Rules and By Laws.
- Assist where required with Member Registrations
- Assist where required with Player Grading/Trials
- Assist and be present for the End of Year Presentations
- Attend Clem Jones Association Partners Meetings.
- Liaise with Sub-committees who are allocated to your portfolio

## Treasurer

Role – Responsible for the financial management of the Association.

Duties:

- Maintain accurate records of current income and expenditure
- Ensure monies received are banked correctly
- Making all payments and keeping records
- To be the signatory on association payments (with at least one other person)
- Prepare regular bank account reconciliations
- Prepare budgets for forthcoming year describing potential sources of income and expenditure
- Prepare annual financial accounts for auditing
- Pursue outstanding member's fees
- Executive Committee Member
- Attend Board meetings and general meetings of the association
- Serve as chair of the Finance Subcommittee
- Maintain all books and accounts of the association and prepare a statement of receipts and expenditure, profit and loss report and balance sheet for presentation to each Board meeting and each general meeting
- Coordinate the receipt of monies and issuing of receipts for payments, and ensure payment of such money into the bank
- Produce bank statements at each Board meeting and each general meeting
- Prepare an annual budget in consultation with the Board, subcommittees and management personnel
- Set all fees, including Player Registration and court/facility hire, in consultation with the Board
- Present accounts incurred by the association to be passed for payment by the Board. In matters of urgent necessity, payment may be made, but must be ratified at the next Board meeting
- Following the end date of the association's financial year, close the association's books and prepare a set of financial statements as required by the association's Auditor
- Submit the association's financial statements and other relevant records to the auditor
- Present audited financial statements to the annual general meeting, in accordance with the association's rules and the Act
- Support all volunteers and staff including committee members, coaches, umpires and players
- Perform such other duties as the Board may direct
- Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant communications
- Annual Duties
- Close the books on the 31st of August each year and prepare a Balance Sheet, Paid Invoices, Receipt Books, Bank Deposit Book and such other relevant financial records as may be required by the association Auditor. This is to be provided by mid-September each year
- Complete the required banking forms (and provide a copy of the AGM minutes) in order to update the bank of Board changes that occur
- Present a properly audited balance sheet and financial report to the Annual General Meeting of the association
- Co-ordinate Fundraising
- Co-ordinate Photos
- Assist with the preparation of the Annual Association Agenda for the year
- Represent Mayfield at any netball/sports functions.
- Understand the Mayfield Rules and By Laws.
- Assist where required with Member Registrations
- Assist where required with Player Grading/Trials
- Assist and be present for the End of Year Presentations
- Attend Clem Jones Association Partners Meetings.
- Liaise with Sub-committees who are allocated to your portfolio

## **General Board Member x2**

Role – To support the efficient running of all operations of the Association

Duties:

- To provide support and assistance to all roles within the association such as association registers, organise the Presentation Day at end of Season; arrange for the association photos; co-ordinate end of season trophies, certificates and gifts
- Attend Board meetings and general meetings of the association
- Work closely with other Board members to achieve the objects of the association and to ensure its general wellbeing
- Support all volunteers and staff including committee members, coaches, umpires and players
- Perform such other duties as the Board may direct including guidance, support and direct point of contact for one or more of the organisational divisions
- Be aware of all current and future association activities
- Report to the operational committee and general members of the association where appropriate
- Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant communications
- Co-ordinate Fundraising
- Co-ordinate Photos
- Assist with the preparation of the Annual Association Agenda for the year
- Assist with the Annual Budget for the Association for the year
- Represent Mayfield at any netball/sports functions.
- Understand the Mayfield Rules and By Laws.
- Assist where required with Member Registrations
- Assist where required with Player Grading/Trials
- Assist and be present for the End of Year Presentations
- Attend Clem Jones Association Partners Meetings.
- Maintain Key Holder Register
- Liaise with Sub-committees who are allocated to your portfolio

# General Committee

## Registrar

Role – to ensure the Association fulfils all its obligations regarding player registrations.

Duties:

- To ensure the complete and accurate maintenance of Association membership for the season
- Maintain a database of current and past association members, how many members, contact details, membership fees paid/not paid
- To manage start of season registrations for new and existing members
- To provide Grading Convenor with full lists of each age group at the appropriate time
- To ensure all registrations are with the appropriate bodies by the due date – MDNA
- To advise the Treasurer of members with outstanding Association fees
- To acquire team lists from Grading Convenor once teams finalised
- To provide secretary with full team lists and relevant contact information
- To chair Registrar Subcommittee meetings consisting of up to 5 members
- To attend general meetings
- Respond to enquiries from associations /teams in a timely manner
- Assist the Treasurer to ensure all registered players are financial
- Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant communications
- Prepare and submit one week prior to General Meeting, Board Meeting and AGM a written report
- Perform (having regard to the rules of the association) such other duties as the Board
- Prepare registration Link for start of registrations and maintain this
- Assist with online registrations for the Association
- Assist with queries in a prompt matter
- Liaise with Coaching on completed teams for inputting into my netball
- Submit teams to the association
- Ensure players, coaches, managers, umpires, officials and committee are registered accordingly
- Assist Twilight Teams with Registrations
- Assist where required with Player Grading/Trials
- Assist and be present for the End of Year Presentations

**Recommend – Registrar for 7-10 years, 11years and Over, Twilight**

## Umpire Convenor/s

Role – to organise the weekly roster for umpire duty for all RNC games and to provide support and guidance to all junior umpires as well as new NSG umpires

Duties:

- Co-ordinate roster for umpires for the season
- Liaise with MDNA to ensure appropriate placement of umpires
- Liaise with MDNA re acquisition of “levels” for junior umpires
- Provide information re training for all junior umpires
- Support junior umpires on game days and give direction where needed
- Assist NSG Umpires where needed with regards to Umpire courses and information
- To chair Umpire Subcommittee meetings consisting of up to 5 members
- To attend general meetings
- Keep a register of all association Umpires and their accreditation level
- Ensure all umpires, current and new, have completed the online Theory Exam
- Establish and promote umpiring opportunities in the region - <http://www.brisbaneeast.qld.netball.com.au/>
- Encourage badged umpires to assist with learning and mentoring for development of junior umpires
- Organise opportunities for new and upcoming umpires to become accredited and enhance their qualifications
- Formulate an annual budget relating to the anticipated umpiring activities for the coming year and submit this to the Board for consideration
- Be familiar with MDNA and Netball Queensland’s Calendar of Events and relevant communications
- Perform (having regard to the rules of the association) such other duties as the Board may direct from time to time. Eg carnivals, Monday nights, Saturday fixtures
- Prepare and submit one week prior to General Meeting, Board Meeting and AGM a written report
- Shall be a badged umpire where possible.
- Hold a current blue card or be able to obtain one within a reasonable time of accepting the position
- Prepare a weekly umpire roster
- Prepare a Payment summary for Umpires
- Assist teams with Umpires for Carnivals and Twilight if required
- Work with Umpires and liase throughout the season
- Point of Contact on Saturdays
- Assist where required with Player Grading/Trials
- Assist and be present for the End of Year Presentations

## Coaching Convenor/s

Role – to ensure a fair and impartial grading of players into teams at start of season and to provide support and guidance to all coaches over the season

Duties:

- Recruit Graders for pre-season trials
- Organise trials
- Allocate players to teams
- Oversee player support over season
- Organise Coaches for teams at beginning of season
- Liaise with Coaches at beginning and during season
- Support Coaches with respect to team issues over the season
- Provide guidance and assistance to coaches over the season
- Ensure all coaches have appropriate training tools ie manuals and gear
- To chair Coaching and Development Subcommittee meetings consisting of up to 5 members
- To attend general meetings
- Report on any coaching issues or opportunities to the Board
- Foster the growth and raise the standard of the Association coaches in line with the requirements of MDNA
- Organise opportunities for new and upcoming Association coaches to become accredited and enhance their qualifications
- Liaise with the Brisbane East Region/Netball Qld to establish the upcoming courses being held
- Liaise with the Metro Rep Teams Coordinator to foster the growth and raise the standard of the rep coaches in line with the requirements of MDNA
- Liaise with Rep coordinator and subcommittee in regard to combined coach education opportunities for association rep coaches
- Keep a permanent record of all accredited coaches within MDNA and their accreditation level and details
- Formulate an annual budget relating to the anticipated coaching activities for the coming year and submit this to the Board for consideration
- Liaise with coaches and officials during the season
- Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant communications
- Perform (having regard to the rules of the association) such other duties as the Board may direct from time to time.
- Prepare and submit one week prior to General Meeting, Board Meeting and AGM a written report
- Organise trials for junior and senior players teams, coaches and officials upon final approval from the Board
- Submit Team/Final Team Sheets and Player replacement forms when necessary
- Prepare Association for Trials
- Assist the registrations if required
- Assist with End of Year Presentations
- Arrange or assist with Team Fill Ins and track this
- Point of Contact for Saturdays
- Organise, maintain and record all equipment specific to representative needs for the association
- Equipment and facility audit to be undertaken at the beginning of the role and at the end of every rep season prior to AGM
- Prepare a yearly budget for equipment requirements
- Responsible for the purchase, upon the Boards approval, any equipment required by the rep committee

## **Net-Set-Go Convenor**

Role – to provide support and guidance to NSG coaches over the season

Duties:

- Organisation of NSG coaching
- NSG Training day at beginning of season
- Liaise with MDNA on NSG issues
- Provide support for NSG Coaches
- Advise and co-ordinate participation in NSG Carnival Days
- Organise NetSetGo! Program and liaise with Associations to assist with program
- Organise NetSetGO! Morning to assist Association coaches with coaching and umpiring
- Reports to General Board
- Organise communication with NetSetGO! registrants before and during the season
- Implement the NetSetGo! program
- Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant communications
- Be present to oversee program and assist when needed
- Ensure that NetSetGO! has sufficient and suitable equipment and that it is maintained accordingly
- Assist with the registration of players
- Organise trials for junior, coaches and officials
- Organise players in teams and coaches and managers
- Submit Team/Final Team Sheets and Player replacement forms when necessary
- Point of Contact on Saturdays and Junior Carnival
- Prepare NSG End Of year Presentation/Disco



## **Uniform Manager**

Role – to maintain and acquire stock for netball season

Duties:

- Organise the acquisition of equipment for training and games
- Liaise with the external supplier of uniform items at the beginning of each season
- Organise stocktake at end of season
- Organise, maintain and keep a record all MDNA rep uniforms
- Uniform audit to be undertaken at the beginning of role and at the end of every rep season prior to AGM
- All damaged, lost or stolen uniforms are to be reported in a timely manner to the Representative Teams Coordinator
- Collate all uniform orders and distribute to players •
- Responsible for the purchase, upon the Board approval, any uniform required by the association
- Organise “uniform try-on days/nights”
- Liaise with Treasurer/ Finance Coordinator regarding the payment for uniforms
- Be familiar with MDNA and Netball Queensland’s Calendar of Events and relevant communications
- Perform (having regard to the rules of the Association) such other duties

## **Social Media Convenor/s**

Role – to ensure that social media and the website is a vital information hub for all Association members

Duties:

- Liaise with Team Managers to upload posts / photos and other information to the Association's Facebook and other social media pages
- Manage the MNC website
- Keep up to date and keep as a useful resource for all Association members
- Co-ordinate other users of the website ie. Umpire Convenor, Registrar
- Liaise with committee members to acquire information
- Liaise with Social Convenor regarding Facebook uploads if required
- Reports to General Board
- To attend general
- Be familiar with MDNA and Netball Queensland's Calendar of Events and relevant communications
- Perform (having regard to the rules of the association) such other duties as the Board may direct from time
- Prepare and submit one week prior to General Meeting, Board Meeting and AGM a written report
- Sponsorship Duties \
- Seek fundraising opportunities
- Prepare a calendar of fundraising activities for the year
- Publicity Duties\
- Promote Association/MDNA events through social media
- Assist with Photos
- Co-ordinate Fundraising
- Update library of Members photos

# MAYFIELD NETBALL CLUB INC LIFE MEMBER NOMINATION

## *Who should be a Life Member*

Please consider the following when you are nominating someone for Life Member.

- Must be Financial
- Significant Time with club. (Minimum 5 years)
- Participation goes beyond the Normal Member
- Consistently volunteers their time and help.
- Attitude towards the Club. Shows dedication to the Club. Doesn't slander the Club or its members
- Committed to good Sportsmanship
- Leader or Role Model. They are respected by Members and recognised. Doesn't have complaints lodged about them.
- Shows dedicated achievements both on and off the court
- Contributes to the Club in roles (committee, manager, coach, player, umpire)
- A good Representative of the Club.

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I nominate \_\_\_\_\_ to be a Life Member of Mayfield Netball Club Inc.

SIGNED Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Seconder: \_\_\_\_\_ Date: \_\_\_\_\_

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**Please note: Nominations must be received a week prior to the next AGM**

Nominations must be forwarded to:

The Secretary  
Mayfield Netball Club Inc  
PO Box 327 Carina Q 4152

Or

Email: [mayfieldnetball@hotmail.com](mailto:mayfieldnetball@hotmail.com)

Mayfield Netball Club Inc  
NOMINATION FOR  
2023 COMMITTEE CONVENOR  
Coaching/Umpiring/Registrar/NetSetGO!/Uniforms/Social Media  
AGM Wednesday 5 October 2022

**Nominations to be received in writing to the Secretary before 21 September 2022**

I nominate: \_\_\_\_\_

For the position: \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Signed Proposer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Seconder: \_\_\_\_\_

Signed Seconder: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby accept the nomination of:

Nominee: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Ph (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email: \_\_\_\_\_

***Nominations must be forwarded to:***

The Secretary  
Mayfield Netball Club Inc  
PO Box 327 Carina Q 4152

Or

Email: [mayfieldnetball@hotmail.com](mailto:mayfieldnetball@hotmail.com)

Mayfield Netball Club Inc  
NOMINATION FOR  
2023 MANAGEMENT COMMITTEE MEMBER  
AGM Wednesday 5 October 2022

**Nominations to be received in writing to the Secretary before 21 September 2022**

I nominate: \_\_\_\_\_

For the position: \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Signed Proposer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Seconder: \_\_\_\_\_

Signed Seconder: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby accept the nomination of:

Nominee: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Ph (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email: \_\_\_\_\_

***Nominations must be forwarded to:***

The Secretary  
Mayfield Netball Club Inc  
PO Box 327 Carina Q 4152

Or

Email: [mayfieldnetball@hotmail.com](mailto:mayfieldnetball@hotmail.com)



Members are appointed to each subcommittee by the respective committee convenor, in consultation with Board.

**EXPRESSION OF INTEREST TO JOIN SUB-COMMITTEE**

I hereby wish to nominate for : \_\_\_\_\_ subcommittee.

Nominee: \_\_\_\_\_

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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