



# ICKFA (Sunshine Coast Branch) Inc

国際千唐流空手道連盟オーストラリア千唐会  
サンシャインコースト

2/14 Depot St, Maroochydore, QLD 4558

## 2021 Annual General Meeting

### Notice to Members

In accordance with the constitution the Annual General Meeting of the International Chito-Ryu Karate Federation of Australia (Sunshine Coast Branch) Inc will be held as follows:

**Date:** Sunday 5<sup>th</sup> December 2021  
**Time:** 11:00am (following training)  
**Venue:** Cotton Tree Park, Cotton Tree  
(in case of bad weather, will be held at the SC Dojo)

At general meetings of the association, all members are allowed to attend, but only people have been members for at least 12 months are allowed to vote.

To commence an Annual General Meeting, the number of full voting members present is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.

If you are unable to attend the meeting but would still like to vote, proxy voting forms are available from the dojo or the website ([www.karatedo.org.au/documents](http://www.karatedo.org.au/documents)).

If you would like to nominate yourself or someone else for a position on the management committee, nomination forms are available from the dojo or the website ([www.karatedo.org.au/documents](http://www.karatedo.org.au/documents)).

Nominations must be returned to the secretary no later than: 27th November 2021.

Email to: [secretary@karatedo.org.au](mailto:secretary@karatedo.org.au)

A copy of the current rules of the association can also be found in the "Documents" section of the association's website ([www.karatedo.org.au/documents](http://www.karatedo.org.au/documents)) or is available upon request from the dojo.

## 2021 Annual General Meeting - AGENDA

*Date and Time: Sunday, December 5<sup>th</sup>, 2021, at 11:00am Venue: Cotton Tree Park, Cotton Tree*

### Opening and Attendance

#### Apologies:

#### 1. Welcome

#### 2. Read minutes of previous AGM

Accepted by:

Seconded by:

#### 3. Reports:

*President*

*Treasurer*

*Secretary*

*Instructor*

Present the association's annual financial statements.

(Terry P)

(Annie G)

(Sam H)

(Martin P)

#### 4. Management Committee stand down. Election of office bearers for 2021-22

- a. President
- b. Treasurer
- c. Secretary
- d. Instructor representative
- e. General Members

#### 5. Take contact details of new Management committee and General Members

#### 6. Next Meeting: TBC

Close of meeting:

Dear Members

# Your Club Committee needs your help!

*A small group of volunteers work hard behind the scenes to make all these things happen.*

A small component of your training fees are a membership subscription to the Sunshine Coast Branch of ICKFA (International Chito-Ryu Karate Federation of Australia) Inc. The Sunshine Coast Committee comprises a Chairperson, Secretary, Treasurer, Instructor and at least one general member. The committee organises tournaments, training camps, merchandise, social days, purchases equipment, scholarships and a variety of other activities that benefit members.

*The more volunteers the less work for all.*

At the Annual General Meeting the current committee positions will be declared vacant. Your current committee would like to encourage you to consider nominating for a committee position, to help guide and grow the club over the next 12 months.

*We need volunteers to support our club,  
to help guide and grow our club over the next 12 months.*

Our meetings are informal, we support each other to get the job done, there is not a large time commitment and we have a lot of fun along the way. At the current time we hold the meetings about once a month on a Saturday for about an hour either at the dojo and/or virtually via Zoom meeting.

Visit our website ("documents" section) to learn more about the committee's functions.

*Website – [www.karatedo.org.au](http://www.karatedo.org.au)*

Do you think you've got something to contribute? Do you want to help the organisation that helps your family members get the best out of their training? Do you want to be a role model for your children? Then have a talk to one of the current committee members about any of the roles.

The committee has assigned a few key roles to general committee members, in addition to the management positions. These key roles will be for team leaders to co-ordinate various events and activities throughout the year. This does not necessarily mean that you will have to do all the work for these events, but you will be responsible for co-ordinating and organising the people who will be doing the work.

The key positions for general committee members for the year ahead will be as follows:

- Tournament coordinator
- First aid officer (to attend tournaments)
- Social events coordinator - Easter, Christmas

***[Extract from the Rules of the Association]***

## **RESPONSIBILITIES OF MANAGEMENT COMMITTEE**

The management committee will:

- a. Control and manage the affairs of the Association.
- b. Exercise all such functions as may be exercised by the Association outside of the Annual General Meeting.
- c. Have the power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the Association.
- d. Have the power to appoint or dismiss such officers, subcommittees and employees as are required to carry out the objectives of the Association.
- e. Have the power to pay a member, or other person, for a service rendered by, or property acquired from persons in a special or private capacity.
- f. Be responsible for all expenditure of the Association.
- g. Reimburse members for fair expenses incurred in the work of administering the Sunshine Coast Chito-Ryu Karate Association.

## **DUTIES OF OFFICE BEARERS**

The Chairperson will:

- a. Represent the Sunshine Coast Chito-Ryu Karate Association.
- b. Exercise general control of the management and affairs of the Association.
- c. Act as chairperson at all meetings of the Association, ensuring that meetings are run efficiently and according to strict meeting procedure.
- d. Prepare an agenda for executive meetings.

The Instructor Representative will:

- a. Represent all instructors within the region.
- b. Report upon the activities and initiatives within the dojos that may be relevant to the association.
- c. Any other duties as determined by the management committee.

The Secretary will:

- a. Attend to all correspondence, convene meetings and notify those eligible to attend such meetings.
- b. Keep suitable and orderly files of the association's correspondence.
- c. Provide a copy of the constitution at all meetings.
- d. Ensure that any rule changes are included in the Standing Orders, and that document be available at meetings.
- e. Prepare minutes of each meeting and circulate such minutes to the ICKFA management committee and as instructed by the Association, and record in a minute book all proceedings.
- f. Maintain a record of all state, national and international tournaments involving members of the Association and other annual highlights, so that historical records can be maintained.
- g. Prepare and present the Secretary's annual report.
- h. Any other duties as determined by the management committee.

The Treasurer will:

- a. Ensure that all monies due to the Association are collected and forthwith deposit the same to the credit of the Association at its authorised bank.
- b. Ensure that all payments authorised by the association are made.
- c. Record all income and expenditure and produce these records at the request of the management committee.
- d. Prepare and present at the Annual General Meeting a statement of receipts and expenditure and balance sheet of the financial transactions of the Association for the year ended.
- e. Maintain a register of student members.
- f. Any other duties as determined by the management committee.

The General Member(s) will perform any duties as determined by the management committee.