



Notice of Annual General Meeting

**The Annual General Meeting of the Queensland Weightlifting Association Inc will
be held on Saturday June 3 2023, commencing at 2.45pm**

**In the Function Room, Level 4, Anna Meares Velodrome, Sleeman Sports Centre,
Chandler.**

Agenda

1. Present
2. Apologies
3. Acceptance of the Minutes of the 2022 Annual General Meeting
4. Business arising from the previous Minutes
5. The receiving of the Annual Report and Financial Report for the year ended 31 December, 2022.
6. Appointment of an Auditor
7. Elections of the Office Bearers and members of the Management Committee:
 - 7.1. President
 - 7.2. Vice President
 - 7.3. Secretary
 - 7.4. Treasurer
 - 7.5. Appointment of Athlete Commission member
 - 7.6. Committee Members (3)
8. Voting on any submitted motions

**Rules pertaining to the election of Office Bearers
and members of the QWA Management Committee**

The election of Officers and other members of the Management Committee shall take place in the following manner:

- Any two current members of the Association shall be at liberty to nominate any other current member to serve as an officer or other member of the Management Committee;
- The nomination shall be lodged with the Operations Manager of the Queensland Weightlifting Association via email at least fourteen (14) days before the Annual General Meeting at which the election is to take place;
- A list of candidate's names in alphabetical order, with the proposer and seconder's names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the AGM
- Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each Club Representative present at the AGM shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
- Where there is a position that requires a vote to appoint the committee member– nominees will be asked prior to the AGM to submit a biography outlining the skills they will bring to the committee and information that outlines their experience.



Election of Office Bearers
and
Members of the Management Committee

NOMINATION FORM

POSITION: _____

NOMINEE: _____

NOMINEE'S SIGNATURE: _____

PROPOSER: _____

PROPOSER'S SIGNATURE: _____

SECONDER: _____

SECONDER'S SIGNATURE: _____

DATE/...../2023

Nominations must be received no later than Friday May 19th , by: Email to:

qwa@qwa.org

QUEENSLAND WEIGHTLIFTING ASSOCIATION INC

MOTION SUBMITTED TO
THE 2023 ANNUAL GENERAL MEETING OF THE
QUEENSLAND WEIGHTLIFTING ASSOCIATION INC.

Any and all motions submitted must be clearly written and duly signed by a proposer and seconder who are current members of the association. Motions submitted to the 2023 AGM must be received by the QWA Operations Manager no later than Friday May 19th, 2023.

Method of lodgment is via email to: qwa@qwa.org

MOTION :

PROPOSER

PROPOSER'S SIGNATURE

SECONDER

SECONDER'S SIGNATURE

DATE/...../2023

QWA Management Committee (MC) Roles

All MC members should carry out the following duties:

- Understand the workings of the QWA, including the services, the programs, and staff arrangements;
- Keep up to date by reading minutes, reports, and meeting papers;
- Regularly attend meetings in person or via electronic medium;
- Be familiar with QWA Constitution, including specific roles and responsibilities of the MC and staff;
- Approve relevant documents, including documents relating to QWA finances;
- Ensure the QWA is compliant with funding agreements, policies, legislation, and regulations;
- Manage the QWA's risks i.e. minimise the impact of potential barriers preventing the QWA from achieving its strategic objectives efficiently and effectively;
- Establish management delegations;
- Be active in planning the future direction of the QWA;
- Take responsibility for areas of work, perhaps through engagement in sub-committees;
- Ensure new MC members are aware of their statutory obligations and responsibilities to all QWA members;
- Be active as possible in MC decision making;
- Be supportive of the QWA in the eyes of the public;
- Endeavour to attend QWA competitions and events and represent the QWA at outside functions.

QWA Executive Officers

President/Chair

- Ensure regular MC meetings are organised;
- Assist in preparing agendas in consultation with Operation Manager and Secretary;
- Determine that a quorum is present at each meeting;
- Deal with agenda items in orderly fashion;
- Encourage all MC members to have dialogue input;
- Maintain a neutral position during discussion and decision making including formal decisions or motions and ensuring items are voted on;
- Preserve order and timeliness throughout the meetings and keep discussion points and decisions relevant;
- Deliver a casting vote in the event of an equal vote;
- Suggest appropriate procedures to deal with any difficulties in getting through agenda items when necessary;
- Signing minutes of previous meeting after they have been confirmed as true record;
- Representing the QWA at all levels of community;
- Act as the link between staff and MC;
- Ensuring the QWA adheres to its Constitution and rules

Vice President

- Assisting the President with his/her duties and standing in when Chair is absent

Secretary

- Ensuring correspondence and official QWA records are up to date, accurate and in order and available to be looked by those authorized to do so;
- Assisting the OM and Chair to organise MC meetings and AGM;

- Ensuring that meeting papers (agenda, correspondence, and previous minutes) have been distributed;
- Ensuring the minutes are recorded, by themselves or another minute taker;
- Working with Chair and OM to ensure meetings run smoothly;
- Working with Chair and OM to ensure all correspondence that relates to the MC is dealt with in a timely manner;
- Know the rules of the organization and taking responsibility for all the legal requirements of incorporation.

Treasurer

- In concert with the OM monitor QWA financial affairs;
- Present financial information at MC meetings and at the AGM;
- In concert with the OM keep the MC up to date about QWA finances in a manner that is easy to understand;
- Assist the OM with annual budget preparation and expenditure against budget is reviewed regularly;
- Assist the OM in keeping up to date financial records as per the Associations Incorporation Act;
- Ensure the QWA has the necessary financial acumen to make sound decisions against budget allocations;
- Assisting the OM to organize and present the annual balance sheet and accounts to QWA member at the AGM.