



QCSEA Notice of Annual General Meeting

You are invited to attend our Annual General Meeting

When:

Friday 4th November from 2PM to 4PM

Where:

Kyabra Community Association Inc
Kyabra Street,
RUNCORN QLD 4113

What:

- ❖ Presentation of the Annual Report
- ❖ Election of new Office Bearers
- ❖ Refreshments will be served after the meeting

RSVP:

By Monday, 31 October 2011 on (07) 3220 3555, or to reception@employerservices.com.au

If, as the Authorised Representative, you are unable to attend, please register your proxy by completing the form below and returning it to the Secretary prior to the AGM.

Proxy Form

I,, the: (please circle appropriate) Authorised Representative / President / Chair / CEO, of, a Member of Queensland Community Services Employers' Association Inc, hereby appoint of as my proxy to vote on behalf of my organisation.

In the case of my proxy not attending the AGM, I **do / do not** want my proxy to be give to the Chair at the AGM of the Association being held on Friday, 4th November 2011 and at any adjournment thereof.

This form is to be used **in favour of / against** the resolution.

Signed: Date:

Note: the proxy may vote as the proxy thinks fit.

Email: Secretary vikihannah@bigpond.com **Fax:** 07 3220 3511 **Post:** PO Box 6369, Mitchelton, Q., 4053

Why not nominate for election to the Management Committee this AGM?

All QCSEA members are entitled to nominate, or be nominated by another member, for election to any of the positions on the Management Committee which comprises up to six ordinary members plus the four executive positions of President, Vice President, Secretary and Treasurer.

Meetings are held via teleconference once a month and these usually last for 1 hour. In addition, a face to face meeting is usually held at least once a year. All travel and accommodation expenses are paid where required. Board members (or people from their organisation) are also entitled to subsidized training fees in recognition of the service that they give to the association.

This is an ideal time for QCSEA to recruit new members who can bring new skills, experiences and interests to keep the organisation moving forward and addressing the diverse interests of our members in a challenging industrial climate.

If you wish to nominate you won't be presumed to take on any role other than an ordinary committee member. However, if you did want to nominate for an executive position your nomination would be put to members for consideration at the AGM. Whilst there are certain standard responsibilities for any members of a Management Committee the commitment would not be onerous. In fact, being part of the QCSEA Management Committee is a strategic way to enhance your knowledge and skills of industrial issues as they impact upon the community services sector and your organisation.

Submitting a nomination for election is simple. Just complete and submit the Nomination Form and the Nominee Profile form.

For further information please phone Kaye Deeley (President) on (07) 5479 0833, or Viki Hannah (Secretary) on 0407 371 802.

This could be the opportunity you have been looking for!

Management Committee Nomination Form

Must be received by **21 October 2011**

Note: To be eligible for election to the QCSEA Management Committee a person must be from a Member of the Association, and be nominated by 2 other Members of the Association. If you need assistance with the Nomination process please contact our offices or the Secretary at vikihannah@bigpond.com.

Please print answers clearly.

We, the undersigned, do hereby nominate:

..... Of
(Name of candidate/nominee) (Member organisation)

for election to the office of:
(President, Vice-President, Secretary, Treasurer, ordinary Committee Member)

Proposer's Full Name:

Proposer's Organisation:

Organisation's Address:

Proposer's Signature: Ph:

Seconder's Full Name:

Seconder's Organisation:

Organisation's Address:

Seconder's Signature: Ph:

Nominee

I agree to this nomination [Rule 12(3)(b)]

Nominee's Signature: **Date:**

Management Committee Nominee Profile

Name: _____ Phone: _____

Address: _____

Position/s nominated for: _____

Proposed by: _____ Seconded by: _____

Relevant personal and industry experience: _____

Relevant skills and knowledge: _____

Relevant current and former roles and positions: _____

Nominee will bring the following skills, knowledge or experience to the Management Committee:

- | | |
|--|--|
| <input type="checkbox"/> employment and industrial issues | <input type="checkbox"/> quality systems |
| <input type="checkbox"/> staff training and professional development | <input type="checkbox"/> fundraising and promotions |
| <input type="checkbox"/> monitoring and supervision of staff | <input type="checkbox"/> financial management & resource allocation |
| <input type="checkbox"/> risk assessment and management | <input type="checkbox"/> organisational management and psychology |
| <input type="checkbox"/> complaints handling | <input type="checkbox"/> strategic planning |
| <input type="checkbox"/> communication | <input type="checkbox"/> management of internal and external relationships |
| <input type="checkbox"/> decision making and delegation | <input type="checkbox"/> legislation and compliance requirements |
| <input type="checkbox"/> other matters _____ | |

Other information provided to assist members with their voting decisions at the AGM: _____

PTO

Essential pre-requisites for membership of QCSEA Inc. Management Committee

Section 17 of the Associations Incorporation Regulation 1999 states that the Management Committee has:-

- (a) the general control and management of the administration of the affairs, property and funds of the association; and
- (b) authority to interpret the meaning of their rules and any matter relating to the association on which the rules are silent.

Section 66 of the Associations Incorporation Act 1981 states that the Management Committee of an incorporated association must ensure the Secretary is an individual residing in Queensland, or in another State but not more than 65 km from the Queensland border, who is—

- (a) a member of the incorporated association elected by the association as Secretary; or
- (b) a member of the incorporated association's Management Committee appointed by the committee as Secretary; or
- (c) appointed by the Management Committee as Secretary (whether or not the individual is a member of the incorporated association).

All persons nominating for election to the Board of QCSEA Inc. are advised that the following criteria applies:-

- ❖ Must be at least 18 years of age
- ❖ Must be capable of entering into contracts
- ❖ Must have legal capacity to make decisions ie.
 - ◆ Must be able to understand the nature and effect of decisions about a particular matter
 - ◆ Must be able to freely and voluntarily make decisions
 - ◆ Must be able to communicate the decisions made in some way eg. verbally, in writing, sign language etc.
- ❖ Must be able to understand, abide by, and ensure the organisation complies with all relevant legislation
- ❖ Must be able to attend monthly Board meetings and be prepared to abide by standard meeting procedures
- ❖ Must be prepared to undertake induction & abide by the organisation's Code of Conduct and other Policies and Procedures
- ❖ Must declare, record and engage in ethical management of all (potential & actual) conflicts of interest
- ❖ Must sign a Confidentiality Agreement

Ineligibility for membership of QCSEA Inc's Management Committee

Section 61A of the Associations Incorporation Act states that a person is **not eligible to be elected** as a member of an incorporated association's management committee if—

- (a) the person has been convicted—
 - (i) on indictment; or
 - (ii) summarily and sentenced to imprisonment, other than in default of payment of a fine; and
- (b) the rehabilitation period in relation to the conviction has not expired.

(1A) Also, a person is not eligible to be elected as a member of an incorporated association's management committee if—

- (a) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, the person is an undischarged bankrupt; or
- (b) the person has executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or
- (c) the person's creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and a final payment has not been made under the composition.

Section 64 of the Associations Incorporation Act states that the **office of a member of the management committee shall be vacated** in such circumstances (if any) as may be prescribed by the rules of the incorporated association or if the person holding that office—

- (a) dies; or
- (b) becomes bankrupt or compounds with creditors or otherwise takes advantage of the laws in force for the time being relating to bankruptcy; or
- (c) is—
 - (i) convicted of an offence under this Act; or
 - (ii) convicted of an indictable offence or an offence punishable on summary conviction for which the person is sentenced to imprisonment, other than in default of payment of a fine; or
- (d) has been convicted on indictment or summarily and sentenced to imprisonment, other than in default of payment of a fine, and the rehabilitation period in relation to the conviction has not expired.

PLEASE NOTE: QCSEA INC. HOLDS PUBLIC LIABILITY INSURANCE.