



NORTH NEWCASTLE RUGBY LEAGUE FOOTBALL CLUB

NOTICE OF ANNUAL GENERAL MEETING

TO BE HELD AT

Carrington Bowling Club

10 Cowper Street

Carrington NSW

Sunday 10th December at 10.00am

All report, notices of motions, special resolutions, nominations for Executive positions, Life Members and general business items are to be forwarded to the Secretary by the close of business – Friday 8th December 2017

julieandronnie@tpg.com.au or mail to - 6 David Street, Georgetown 2298

Nominations are called for the following positions (yearly position):

President

Secretary

Treasurer

Vice President

Canteen Supervisor

Merchandise supervisor

Grounds person

Team Manager

Public Officer

SPECIAL RESOLUTION

CONSTITUTION – CLAUSE (S) TO BE AMENDED

REASON FOR AMENDMENT

SPECIAL RESOLUTION – NOTICE OF MOTION

DATE

SIGNATURE OF MOVER

PRINTED NAME OF MOVER

SIGNATURE OF SECONDER

PRINTED NAME OF SECONDER

NOTICE OF MOTION (either changing or making bi-laws)

MOTION

REASON FOR AMENDMENT

DATE

SIGNATURE OF MOVER

PRINTED NAME OF MOVER

SIGNATURE OF SECONDER

PRINTED NAME OF SECONDER

GENERAL BUSINESS

ISSUE/ITEM

COMMENT

ANY RECOMMENDATION

DATE

NAME

SIGNATURE

EXECUTIVE COMMITTEE NOMINATION FORM

POSITION SOUGHT	TICK
PRESIDENT	
SECRETARY	
TREASURER	
VICE PRESIDENT	

NAME	
ADDRESS	
PHONE	HOME
	MOBILE
EMAIL	

RESUME'

PLEASE SIGN AND DATE

APPLICATION FOR LIFE MEMBER

NAME	
ADDRESS	
PHONE	HOME
	MOBILE
EMAIL	

PLEASE SUPPLY A BRIEF RESUME'

PLEASE SIGN AND DATE

PRINTED NAME AND SIGNATURE OF MOVER

PRINTED NAME AND SIGNATURE OF SECONDER

JOB DESCRIPTIONS

President:

- To ensure the future of North Newcastle Bluebags RLFC
- To ensure the smooth running of North Newcastle Bluebags RLFC as per the constitution
- To chair Management Committee meetings
- To consult with all Office Bearers and all committees and enforce that their roles as per their job descriptions are adhered to.
- To support the participation of players

Vice President:

- To chair the Management committee meetings if the President is not available
- Must assist the President when required and uphold the values of North Newcastle Bluebags RLFC

Treasurer:

- Reconcile weekly Receipts and canteen takings with 'Z' reading and attend to prompt banking
- A \$0 float (TBC) for the canteen and \$0 float (TBC) for the gate to be organised when holding home games.
- Prepare Bank Reconciliation at the end of each month and present at the monthly meeting
- Payment of accounts at the end of the month. Attach account and requisition form which has been co-signed with President or Secretary and file in appropriate folder.
- Ensure the financial statements are prepared and ready for the Auditor for the AGM in ??? each year
- Organise payment of referees and linesperson on home game days
- Maintain a petty cash book for payments under (TBC), no payouts to be given unless a receipt is produced – no exceptions.

Secretary:

- Take all minutes of Management and Executive Meetings and distribute to the committee
- Maintain player register for each competition
- Maintain committee register for each competition
- Maintain Supporters register for each year
- Attend to all filing
- Distribution of emails to the appropriate committee members
- Apply to the council for the use of playing fields for each competition no later than (insert month), attending to appropriate paperwork and forms.
- Attend to SportsTG website and make sure all clearances etc. have been attended to

- On game day provide player/team sign-on sheets from SportsTG for the coach/timekeeper/team manager
- Responsible for entering game results, scorers, referees best and fairest no later than 10.00am on the next working day.
- Provide referees payment sheet for payment of referees on home game day

Canteen Supervisor:

- Order any supplies needed for the canteen
- Keep records for those stocks, check invoices and authorise for payment of that stock
- Keep a record of buying and selling prices for any product purchased so that the profit margin from that product is maintained.

Merchandise Officer:

- Make sure all quotes include GST and delivery costs
- Order and distribute uniforms etc.
- Orders need prior approval from the Treasurer and or Executive.
- All orders for clothing/merchandise must be pre-paid unless otherwise negotiated with Executive.

Uniform:

Committee is to have the final say on the design of the uniform design:

Funding for State & Australian players/officials/coaches:

Media Policy:

- As per the Country Rugby League Constitution
([add link](#))

Media Officer:

- Liaise with media including newspapers, television etc.
- Liaise with the executive and coach.
- Develop and update social media including Facebook, Instagram and Twitter.
- Develop and update webpage.