



NOTICE TO MEMBERS

Annual General Meeting Sunday 23 July 2017

The Annual General Meeting will be held at Stanwell Park Surf Club commencing at 10.45am on Sunday 23 July 2017; refreshments and BBQ lunch will be available after the meeting.

Agenda for the Annual General Meeting is:

1. Welcome to Members and Visitors
2. Apologies
3. Confirmation of Minutes of AGM held 10 July 2016 and matters arising
4. Confirmation of Minutes of Special General Meetings held during the year
5. Presidents and Officers Reports
- 6 Presentation and adoption of 2016/17 Annual Report & Financial Statements
- 7 Endorsement of Annual Statement for submission to Office of Fair Trading
- 8 Affiliation with Surf Life Saving Australia for 2017/18
- 9 Election of Office Bearers for 2017/18
- 10 Election of Life Member
- 11 To endorse the following special resolution of which due notice has been given in accordance with Rule 10 of the Constitution:
"That the Constitution and By-Laws of Helensburgh-Stanwell Park Surf Life Saving Club Incorporated be replaced by the proposed Constitution and By-Laws as included at <http://www.stanwellparksurfclub.com/web/>
- 11 Urgent General Business.

Please note: only financial members of the Club (for the 2017/18 season) are entitled to vote at the Annual General Meeting. Membership renewal will be available at the Surf Club between 9.00am and 10.30am prior to the meeting.

Ralph Hall

Secretary

7 June 2017

The following pages contain information about –

- Election of Officers for 2017/18 year, and nomination form.
- Membership fees for 2017/18
- Renewing your membership on-line, or by completing a pre-printed membership form.



NOTICE TO MEMBERS

Election of Office-bearers for 2017/18 season.

The election of officers for 2017/18 season will take place at the Annual General Meeting on Sunday 23 July 2017.

Club Members are invited to nominate fellow members for election to the Executive and Management Committees, and to other positions as shown on the Nomination Form on the back of this page.

Nominations to fill positions on the Club Executive and Management Committee

- Any Club member may nominate another member for election to a position on the Club Executive or Management Committee; a second member must endorse the nomination, and the nominee must sign the form to confirm that he/she accepts the nomination.

Nominations to fill other positions

- For other positions, any Club member may nominate him/herself for election; two other Club members must then countersign the nomination form.
- Alternatively, a Club member may nominate another member for election; a second Club member must endorse the nomination and the nominee should also confirm that he/she accepts the nomination.

Submission of nominations and closing date

- Use the Nomination Form on the back of this page, and complete all details.
- Use a separate form for each nomination.
- Post the completed form to the Returning Officer, Helensburgh-Stanwell Park SLSC, Post Office Box 111, Helensburgh 2508. The nomination should be posted no later than mid-day Wednesday 29 June to ensure receipt by the closing date - 30 June 2017.

Process for election to all positions

- If only one nomination is received by the closing date, the nominee will be declared as the elected officer at the Annual General Meeting.
- If more than one nomination is received by the closing date, a ballot of members in attendance at the Annual General Meeting will take place.
- If no valid nomination for an individual position is received by the closing date, nominations will be invited from members in attendance at the AGM; at the same time any late nominations received in the Post Office Box will also be considered. A ballot will take place if more than one member is nominated.

Position Descriptions

- Positions descriptions have been prepared for most Club office-bearers and can be accessed by visiting the Surf Club website:
<http://www.stanwellparksurfclub.com/web/en/the-club/57-hspslsc-administration/591-position-descriptions-executive-and-management-committee-and-other-officers>

Liquor Licensee

- The Club is also seeking to appoint a member as Manager of the Club's Liquor Licence; the Manager is responsible for ensuring the Club's refreshment sales are undertaken in accordance with conditions of the Club's Liquor Licence. Any member interested in undertaking this role should contact the Club President in the first instance.
- In the past, the Manager of the Licence has also been the elected Bar Manager, and whilst desirable, this is not an essential requirement.

Ralph Hall

Secretary

Helensburgh-Stanwell Park Surf Life Saving Club Inc
**Nomination for Election to the Management Committee
 or Life Membership Committee - 2017/18 Year**

I wish to nominatefor election to the position of:
(Print name of member you are nominating)

| | | | |
|---------------------|------------------------|-------------------------|-------------|
| President | Deputy President | Secretary | Treasurer |
| Club Captain | Chief Training Officer | Vice Club Captain | |
| Assistant Secretary | Assistant Treasurer | Chief First Aid Officer | IRB Captain |
| Vice IRB Captain | Publicity Officer | Surf Boat Captain | |

Convenor, Competition Sub-Committee Life Membership Committee *(must be a Life Member)*
(Please circle the position you are nominating the member for. Please use a separate form for each nomination)

This nomination is submitted by: - *(must be a current financial member of HSPSLSC 15 years of age or over or SRC holder)*

Name *(print)*..... Signed Date/...../2017

This nomination is seconded by: - *(must be a current financial member of HSPSLSC 15 years of age or over or SRC holder)*

Name *(print)*..... Signed Date/...../2017

Nominee's agreement: *(This declaration must be signed by the member who has been nominated prior to lodgement of this form)*

I agree to this nomination; I am/am not a current member of Helensburgh-Stanwell Park SLSC

Note: If you are not a current member please contact the Secretary prior to lodgement of this form to arrange application for membership and payment of membership fees.

Name *(print)*..... Signed Date/...../2017

Nominations close at 6.00pm on Thursday 30 June 2017.

Post your completed nomination form in a sealed envelope addressed to -

Returning Officer, Helensburgh-Stanwell Park SLSC, PO Box 111, Helensburgh 2508

To be accepted as a valid nomination, this form must be fully completed, and posted in sufficient time so as to arrive in the Surf Club's Post Office box by the closing time and date stated above

Helensburgh-Stanwell Park Surf Life Saving Club Inc
EXPRESSION OF INTEREST - Application to become an Office Bearer 2017/18 year

Members are invited to submit an Expression of Interest to fill positions listed below for the 2017/18 year.

Please complete details, have this form endorsed by two Club members in support of your application and post to the Returning Officer, Helensburgh-Stanwell Park Surf Life Saving Club

Note: if you are applying for more than one position, please use a separate form for each position

I would like to apply for election to the position of for the 2017/18 year.

Name *(print)*..... Signed Date/...../2017

I support this application: - *(must be a current financial member of HSPSLSC 15 years of age or over or SRC holder)*

Name *(print)*..... Signed Date/...../2017

I second this application: - *(must be a current financial member of HSPSLSC 15 years of age or over or SRC holder)*

Name *(print)*..... Signed Date/...../2017

List of Office bearers for 2017/18 year -

| | | |
|--|------------------|---|
| Youth Activities Co-ordinator | Registrar | Building Maintenance Officer |
| Radio Officer | Patrol Secretary | Rescue Craft Maintenance Officer |
| Point Score Organiser | Team Manager | Team Captain |
| Vice Boat Captain | Coach | Social Secretary |
| Club Re-union Organiser | Bar Manager | OH&S Committee - Convenor and two members |
| Ocean Swim Organising Committee - Convenor and members | | |

Closing time and date for receipt of applications is 6.00pm Friday 30 June 2017

Post your completed form in a sealed envelope addressed to:

Returning Officer, Helensburgh-Stanwell Park SLSC, PO Box 111, Helensburgh 2508

To be accepted, this form must be fully completed, and posted in sufficient time so as to arrive in the Surf Club's Post Office box by the closing time and date stated above



Helensburgh–Stanwell Park Surf Life Saving Club Inc.

ABN 92 267 821 862

Membership Fees and payment options - 2017/18

Please note - \$10.00 Early Bird Membership Fee discount ends on Wednesday 20 September 2017

| Membership category | Early Bird Fee up to Tuesday 20/09/2017 | Normal Fee after 20/09/2017 |
|---|--|------------------------------------|
| General Membership Patrol members, Reserve Active, Long Service, Associate and Junior Activity Members | \$52.00 | \$62.00 |
| Senior Citizens Retired members not actively in the Club | \$32.00 | \$42.00 |
| New Members New members 13 years of age and over seeking to gain the Surf Rescue Certificate or Bronze Medallion (includes two years membership and SLSA training manual) | \$137.00 | \$147.00 |
| Family Rates; covers both parents and children attending school up to year 12 | | |
| Both parents and two school children | \$198.00 | \$238.00 |
| Both parents and three school children | \$245.00 | \$295.00 |
| Both parents and four school children | \$292.00 | \$352.00 |

How to pay

By Internet Banking - EFT

BSB: **062-164**
Account No: **00905331**
Account name:
Helensburgh-Stanwell Park SLSC
Add your surname as reference
and if possible the word "fees"

By credit card/debit card



To pay using Visa or Mastercard, visit <http://pay.slsa.com.au/>
Follow the prompts
Enter **Helensburgh-Stanwell Park** as the "entity"

By Mail



Mail your cheque or Australian Money Order with your completed membership form to:

Helensburgh-Stanwell Park SLSC
Post Office Box 111
Helensburgh NSW 2508

In Person



Pay at **Stanwell Park Surf Club** by cash, cheque or EFTPOS.

Note: Stanwell Park Surf Club is not attended at all times. Check first by telephone before visiting to make a payment.

Membership Renewal

- Your current membership expires on 30 June, and is due for renewal on 1 July 2017.
- Members who renew their membership by 20 September 2017 will receive a \$10.00 discount ("Early-Bird" rate) off the normal Club membership fee.
- To continue your membership of Helensburgh-Stanwell Park Club, you must renew your membership before 20 September, or before then if you wish to participate in any Club or SLSA activity, whether it be attending the AGM, taking on a position on the Committee, training for your SRC or Bronze Medallion, coaching, or training for competition.
- Members are advised that after 1 July 2017, they are not covered by insurance available to SLSA members until a membership renewal form is lodged (or on-line renewal completed), and membership fees have been paid.

Renew your membership on line through the SLSA Member Portal.

- The SLSA Members Portal allows you to renew your membership, and also check your surf club history, your awards, and for patrol members, your patrol hours.
- To renew your membership, go to <https://portal.sls.com.au/wps/portal/member/> and follow the prompts.
- If you have not used the Member Portal before, you will need to set up an account. The prompts will ask you to enter your name, date of birth, and either your email address or mobile phone number. *Note - the Member Portal uses the email or mobile phone that was recorded when you renewed your membership during 2016*; thus if you have changed your email or mobile phone in the past 12 months, you may not be able to gain access. In this case, email secretary@stanwellparksurfclub.com for assistance.
- If you already have an account, and have difficulty logging on using your email or mobile phone number, email secretary@stanwellparksurfclub.com for assistance.
- If you are under 18 years of age when renewing your membership, your parent or guardian will need to endorse your on-line application.
- After renewing your membership, you will also need to pay your membership fees. A link in the Member Portal will direct you to the SLSA Payment Facility, or you can access the Payment Facility direct by visiting <http://pay.slsa.com.au>
- Alternatively you can pay your membership fees by internet banking direct to the Helensburgh-Stanwell Park SLSC bank account, BSB 062164, Account Number 00905331. If you do this, add your surname and the word "fees" as reference.
- After paying your membership fees, you will receive a receipt within 7 days by email from Helensburgh-Stanwell Park SLSC; if you do not receive this receipt, please email treasurer@stanwellparksurfclub.com to confirm your fees have been received.

Renew your membership at the Surf Club or on Registration Day

- Membership forms pre-printed with your personal details are available for completion at the Surf Club from 1 July 2017; forms can be completed at the AGM or on Registration Days during September, actual dates will be announced later
- Your membership form can also be emailed to you for completion and return to the Club, by emailing secretary@stanwellparksurfclub.com
- Membership fees can be paid at the Surf Club by cash, cheque, or by EFTPOS using a credit or debit card.

Membership Fees for 2017/18

- The "Early Bird" rate is available for members who renew on or before Wednesday 20 September 2017.
- To gain the discount rate, members must complete and lodge their membership form, or complete renewal through SLSA Members Portal, and pay their membership fees by Wednesday 20 September.
- "Early Bird" Membership fee is \$52.00, and \$62.00 if your membership renewal is completed after 20 September 2017.
- Family fees and Senior Citizens rates are shown in the table on the previous page.