**Annual General Meeting**

**Mansfield Readers and Writers Inc**

**Agenda**

**Date and time:** 8 November 2023, 5:30 pm

**Venue:** Delatite Hotel, 95 High Street Mansfield

1. **Welcome by President**
2. **President’s report**
3. **Financial statements**
4. **Change to association rules**(see notes on following pages)
5. **Committee positions vacated**
6. **Election of a new committee**
7. **Close of meeting**

**Notes to the decision to amend the rules of the association**

In our first year we have benefited from the hard work, enthusiasm and commitment of nearly 50 volunteers across our district.

We also understand that many people do not have the time or the interest in being an ongoing committee members.

We are proposing to amend our rules to allow for a smaller committee, removing the position of Vice President.

**Clauses affected in Division 2—Composition of Committee and duties of members**

Changes are indicated with a highlight. Deletions are also marked with a ~~strikethrough~~

 44 Composition of Committee

The Committee consists of—

 (a) a President; and

 ~~(b) a Vice-President; and~~

 (c) a Secretary; and

 (d) a Treasurer; and

 (e) ordinary members (if any) elected under rule 53.

 46 President ~~and Vice-President~~

 (1) Subject to subrule (2), the President ~~or, in the President's absence, the Vice-President~~ is the Chairperson for any general meetings and for any committee meetings.

 (2) If the President is ~~and the Vice-President are both~~ absent, or are is unable to preside, the Chairperson of the meeting must be—

 (a) in the case of a general meeting—a member elected by the other members present; or

 (b) in the case of a committee meeting—a committee member elected by the other committee members present.

 52 Election of President etc.

 (1) At the annual general meeting, separate elections must be held for each of the following positions—

 (a) President;

 ~~(b) Vice-President;~~

 (c) Secretary;

 (d) Treasurer.

 (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.

 (3) If more than one member is nominated, a ballot must be held in accordance with rule 54.

 (4) On his or her election, the new President may take over as Chairperson of the meeting.

**Clauses affected in Division 4—Meetings of Committee**

 58 Meetings of Committee

 (1) The Committee must meet at least 4 times in each year at the dates, times and places determined by the Committee.

 (2) The date, time and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the annual general meeting of the Association at which the members of the Committee were elected.

 (3) Special committee meetings may be convened by the President or by any ~~4~~ 3 members of the Committee.