



Annual General Meeting Info

10 December 2022 @ 6pm

Broome Rodeo Grounds

There are a number of procedures that must be followed for an AGM. For every rule please check the BHRC Policy & Procedure manual as well as the Club Constitution. Please visit the website for these documents. Below please find the main points that need to be followed:

- All positions are vacant. This means that all new committee members must be voted in whether it's their first time holding a position or if they want to be part of the committee for another year. No one can "roll" their position over to the next year.
- To be considered for a committee position, you must be nominated by another member. This can be done at the AGM, or beforehand in writing to the Secretary.
- A Committee is made up of: 1 Chairperson, 1 Vice Chairperson, 1 Secretary, 1 Treasurer and at least 1 (but not more than 6) regular committee members.
- If a full committee is not voted in, the new committee can appoint an eligible member to fill a position.
- Who can vote: Ordinary or Family members only. Family memberships get 1 vote only.
- You can only alter agistment fees & membership fees at the AGM. You can also only alter the Constitution at an AGM.
- At least 2 weeks notice is required announcing an AGM
- If you cannot attend the AGM, you can nominate a Proxy to vote on your behalf.
 - Proxies must be sent in writing to the Secretary no less than 8 hours prior to the AGM
 - A member can only hold 1 proxy.
 - Only members can be nominated as another member's proxy.
- The current Chairperson presides over the meeting until the new Chairperson is voted in.
- To vote, debts must be paid through November (for a December AGM) no sooner than 48 hours of the AGM. Treasurer to send a statement of accounts to members 7 days prior.



Broome Horse Riders' Club Inc

388 Broome Rd - PO Box 364 - Broome, WA 6725

secretary@bhrc.net.au - www.bhrc.net.au



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Committee Member Duties

6 positions for Committee Members. All members encouraged to invite agistees and members to help with any tasks/projects. Subcommittees encouraged.

Chairperson - chairperson@bhrc.net.au

- Chair regular committee meetings, liaise with secretary for agenda.
- Organize yearly AGM
- Responsibility for day to day management of the Club

Vice Chairperson - vicechair@bhrc.net.au

- Assist chair with their duties
- Chair meetings when chairperson not available.
- Take up duties of Chairperson if they're unable to or have been removed.

Secretary - secretary@bhrc.net.au

- Responsible for all Club correspondence
- Consult with Chair for meeting business and agenda
- Prepare notice required for all meetings & their agendas
- Maintain Policy & Procedure and Constitution
- Write & distribute meeting minutes

Treasurer - accounts@bhrc.net.au

- Ensure member & agistment fees are paid
- Invoice agistees for monthly fees
- Pay Club accounts/bills
- Maintain (or give to outside consultant) club accounts.
- Coordinate the preparation of the Club's financials for the AGM

Agistment - agistment@bhrc.net.au

- Address all agistment enquiries
- Manage current agistees
- Facilitate yard movements
- Maintain agistment spreadsheets
- Manage incoming horse quarantine & requirements
- Maintain grazing paddock rosters
- Manage short stays
- Maintain agistment waitlist
- Organize & follow up on yearly Agistment Agreement Renewals

Membership - membership@bhrc.net.au

- Address all membership enquiries

- Maintain current member spreadsheet
- Liaise with Treasurer to ensure all member fees are paid.
- Organize & follow up on yearly Membership Renewals

Grounds Maintenance - grounds@bhrc.net.au

- Liaise with caretaker regarding normal maintenance including but not limited to:
 - Firebreak maintenance
 - Mowing
 - Water leaks
 - Kubota & shed security
 - Advise of events
- Arrange regular manure removal
- Manage agistee repair requests
- Water meter readings & reports if required
- Monitor neem & leuceana tree eradication plan
- Arrange at least 3 busy bees per year.

Community Involvement - broome@bhrc.net.au

- Approach local businesses with sponsorship requests
- Reach out to TAFE and other training/school organizations for grounds maintenance.
- Source media attention (Broome Advertiser, ABC Kimberley Etc)

Events - events@bhrc.net.au

- Work with clinic organisers
- Plan 4 fun days during dry season
- Order ribbons for the year's fun days & end of year awards. Arrange barrel comp trophy and name plate as well as prize belt buckle
- Arrange annual barrel comp
- Organize end of year awards
- Rodeos

Project Management - pm@bhrc.net.au

- Work with committee/members/agistees for prospective improvements
- Source quotes, scope of works & grants for all projects



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