



19th September 2022

# Northside Beekeepers Association Inc



P.O.Box 582, KALLANGUR, 4503

## Nominations Are Needed

- \* At our AGM in October all Executive and Management Committee positions will be declared vacant.
- \* Nominations are called for to fill these positions.
- \* Completed nomination forms must be returned to the Secretary by the 13th October 2023

## Call for Nominations for Executive and Committee Members.

On the 27th of October 2022, the Northside Beekeepers' Association will be holding its Annual General Meeting. All Executive and Committee member positions will be declared vacant and nominations are sought to fill these roles:

### Executive Positions:

President  
Vice President  
Secretary  
Treasurer

### Committee Positions

Librarian  
Equipment Officer  
Show Delegate  
Show Steward  
Liaison Officer  
Visitor Liaison Officer  
3 x Committee Members

Completed nomination forms must be returned to the Secretary by the 13th of October 2022 in order to be valid.

Any ordinary 'paid-up' member of the society is free to either nominate themselves for any of the vacant positions, or they may nominate another member. All nominations must be seconded in order to be valid.

Nominations may be either submitted in person or via e-mail or post.

[m] NBKA Inc, P.O. Box 582, Kallangur 4503.

[e] [nbkasecreary@gmail.com](mailto:nbkasecreary@gmail.com)



## What will I have to do?

Each position has different tasks associated with it. These tasks are set out in our Rules and By-Laws, the documents that defines how our club is administered. The amount of time you might need to spend in the role each month varies depending on the

position, but it is not an onerous amount of time.

Depending on the position, you may need to attend our monthly Management Committee meetings, held on the 2nd Tuesday of each month, as well as our General Meeting on the

last Thursday of each month, except December.

If you would like more information on any of the positions, feel free to ask the current officer, or contact the secretary.



**NORTHSIDE BEEKEEPERS' ASSOCIATION INC.**  
**Nomination Form**

I wish to nominate ..... for the position of .....

**Proposer Name:** ..... **Signature:** .....

**Seconder Name:** ..... **Signature:** .....

I accept the above nomination (signed) ..... Date .....

*[This form must be received by the Secretary fourteen days prior the meeting.]*

Email: nbkasecretary@gmail.com  
Postal Address: PO Box 582 Kallangur, 4503



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## Membership of the Management Committee

Membership of the Management Committee of the association shall be elected at each annual general meeting pursuant to Rule 18 of "The Rules of the Northside Beekeepers' Association Incorporated." and consist of:

Executive Management Committee members shall consist of a president, vice-president, secretary, and treasurer.

Management Committee members shall consist of News Editor, Librarian, Equipment Officer, Liaison Officer, and Visitor Liaison Officer, and Show Delegates.

Ordinary Committee members shall consist of any other members of the management committee – Refer Class 32

## Duties of the President

The president is usually the formal 'voice' of the association, providing leadership to the committee and the membership and is responsible for the overall co-ordination of the activities of the association. The president is generally responsible for:

- planning and chairing meetings;
- conducting meetings in a proper and orderly way;
- signing documents on behalf of the association;
- ensuring all relevant information is made available to committee members;
- ensuring the association is run according to its rules and by-laws;
- resolving disputes and grievances;
- initiating projects;
- overseeing activities and projects; and
- representing the association at external meetings and events.

## Duties of the Vice-President

The primary role of the vice-president is to undertake tasks to reduce the workload of the president. In the absence of the president, the vice-president may represent the association, and preside over meetings.

The secondary role the Vice-President is to manage the association's communication and marketing channels. This includes, but not limited to, newsletters, Facebook, websites, and email communications. This is to provide a single position responsible to oversee all communication and marketing activities and ensure alignment across platforms is maintained for members, potential members, and public.

The Vice-President may engage one or more members of the association to perform the duties of one or more communication or marketing functions. The Vice-President will still retain the responsibility of any activities that are delegated and undertaken by other members.

The Management Committee shall have the power to set guidelines and conditions under which communication and marketing activities are to operate.

The Vice-President should liaise with the treasurer to develop a budget early in the year to meet anticipated expenses.

The Vice-President should keep the Management Committee informed of any current activities in the communication and marketing functions.

The Vice-President will be appointed by nomination and election the annual general meeting.

## Duties of the Secretary

The secretary is generally responsible for day-to-day administrative tasks of the association, which include, but are not limited to—

- calling meetings of the association, including preparing notices of a meeting;
- preparing an agenda of the business to be conducted at the meeting in consultation with the president;
- keeping minutes of each meeting;
- collecting mail from PO Box;
- attending to correspondence and other documents relating to the association;
- making sure all letters and other documents are properly filed;
- organising activities and events;
- ensuring the safe custody of all books, documents, instruments of title and securities of the association;
- ensuring the safe custody of the common seal of the association;
- maintaining the register of members of the association.

## Duties of the Treasurer

The treasurer is primarily responsible for managing the finances of the association, keeping true and accurate accounting records that explain the financial transactions and the financial position of the association in a manner that can be conveniently and properly audited. This involves:

- receiving and receipting dues and other payments;
  - making payments and bank deposits;
  - maintaining all financial records;
  - monitoring the income and expenditure of the association;
  - keeping committee members informed of the financial position of the association;
  - preparing and presenting financial statements to the annual general meeting;
- The Associations Incorporation Act – 1981 requires that the associations' annual financial statements be presented to the members at each annual general meeting. The annual accounts should show;
- a statement of receipts and payments of the Association, recording its total receipts and payments based on the cash method of accounting, as well as a statement of the assets and liabilities of the Association;
  - allocating funds;
  - preparing and managing a budget; and
  - Representing the association on funding applications.

## Duties of the Librarian

The Librarian will be responsible for the care and management of the reference library established for the use of members. Duties of the Librarian include the following:

- Maintain an up-to-date catalogue of the library collection.
- Make available a selection of items for borrowing at each general meeting.
- Keep a record of items borrowed, including the item detail, the borrower and the date borrowed.
- Keep a record of items returned.
- Follow up overdue items not returned.
- Arrange repairs as required to keep library items in a good state of repair.
- Make recommendations and advise the Management Committee of suggested items for acquisition.

## Duties of the Equipment Officer

The equipment officer will be responsible for the care and management of the collection of beekeeping and honey extraction equipment established for the use of members. Duties of the equipment officer include the following:

- Maintain an up-to-date catalogue of the equipment collection.
- Make available a list of items in the program to be published in the association newsletter and Facebook group from time to time.
- Respond in a timely manner to members for equipment loan availability and booking requests.
- Ensure the member reads, signs and accepts the loan terms for the equipment that is being loan to that member.

Keep a record of:

- All fees and deposits from members.
- The equipment that is loaned out
- All deposits held, partly held or returned to members.
- Details of the member including names and contact details.
- The location of the equipment that the equipment will be used at.
- The loan dates / time frames.
- Signed loan terms for the equipment.
- Condition of equipment at the time of the loan and the condition of the equipment on return.
- Maintenance and repairs required and completed on the equipment.
- All expenses for repairs and maintenance on equipment.
- Any other records to ensure the successful operation of the program on behalf of the members.
- Follow up overdue items not returned.

Maintain a float accurately for the funds obtained through the program.

Provide the overs of the float and financial records to the Treasurer monthly.

Report monthly to the committee regarding funds received, equipment loaned, and any maintenance planned or undertaken.

Arrange repairs as required to keep all equipment in a good state of repair.

Make recommendations and advise the Management Committee of items suggested for acquisition.

Notify the Management Committee within twenty-four (24) hours after being notified by a member where a notifiable disease event was identified.

This notification to include all previous member names, loan dates for the impacted equipment within the last twelve (12) months or relevant timeline.

The Equipment officer to follow any reasonable directions from the committee regarding notification to members, cleaning of the equipment and any other task necessary to reduce the risk of the disease spreading.

The Equipment Officer will be appointed by nomination and election the annual general meeting.

## Show Delegates - Redcliffe Show Honey Court

In conjunction with the Redcliffe AH&I Show Society the Northside Beekeepers Association will host the Honey Court at the annual Redcliffe Show.

The Management Committee shall have the power to set guidelines and conditions under which the Honey Court is to operate.

Two show delegates (known as Show Steward & Show Delegate) will be appointed to manage the Redcliffe Show Honey Court display on behalf of the association by election at the annual general meeting.

The association will make an annual donation as a contribution towards the prizes awarded at the Honey Court competition. The amount of the donation to be set by the Management Committee on an annual basis.

## Duties of the Liaison and Visitor Liaison Officer

Duties of the Liaison Officer

To liaise with members of the wider community and potential club members to ascertain their requirements and process or direct them to relevant person(s) in the club.

To encourage and assist new and existing members.

To welcome and document all new person(s), explain procedures of meeting and follow up with email with club information.

To encourage existing club members to become mentors for newer members.

To maintain a register of mentors and mentees.

To ensure that all new members are matched with a mentor within 14 days of becoming members of the club.

To represent/promote the club at external events as requested by the Management Committee.

Work with the Management Committee to help promote special events, field days.

Prepare and deliver Liaison Officer Report at each general meeting.

Availability to represent absent members of the Management Committee as required.

The Liaison Officer must keep the Management Committee informed of any issues affecting the association.

The Liaison and Visitor Liaison Officer will be appointed by nomination and election the annual general meeting.

## Ordinary Committee Members

Ordinary Committee members are an important component of the Management Committee. In order to fulfil their role effectively ordinary committee members should have:

a commitment to the club

sufficient time to devote to the Management Committee

an understanding of the role of the Management Committee and their role within it

leadership skills and willingness to accept responsibility

listening skills

the ability to use the technology the club uses to communicate to its members.

Three Ordinary Committee Members will be appointed by nomination and election the annual general meeting.

