

CCCC INC. COMMITTEE POSITIONS DESCRIBED

MANAGEMENT

COMMITTEE – elected at AGM

Management Committee consists of President, Vice President, Secretary, Treasurer, Show Secretary and at least two Ordinary Committee Members.

President

- » **Preside at** Club meetings, both Committee and general.
- » **Ensure that** all meetings are conducted in an orderly manner and that the proper procedures of a meeting are observed.
- » **Responsible for** conducting any Club business not specifically delegated to any other officer.
- » **Calls the** management meetings or extraordinary general meetings.
- » **May be** asked to arrange accommodation/travel for judges.

Vice President

- » **Assume the** duties of the President in the absence of the President.
- » **May perform** other duties as requested by the Committee.
- » **May be** asked to arrange accommodation/travel for judges.

Secretary

- » **Recording of** all the minutes of general and management meetings.
- » **Conducting the** correspondence of the Club, with the exception of that related to shows; and keeping a duplicate copy of such correspondence.
- » **Prepare a** report after each general meeting to notify the members of any motions passed at the meeting or of any other matters discussed that relate to the members.
- » **Email discussion** topics; receive and collate results/votes.
- » **Notify the** Committee of meetings called.
- » **Compile the** agenda for meetings and accept nominations and proxies for the AGM.
- » **Receive and** receipt membership applications and renewals and bank or forward money to Treasurer.
- » **Provide new** members with a 'new members' information pack.
- » **Notifying the** Editor (of *Cavy Capers*) and Show Secretary; Entries Secretary of new members.
- » **Provide the** ANCC with a full list of current financial members prior to the National Cavy Show.
- » **Keeping the** Club membership contact details up to date.

- » **Thanking sponsors** after shows.
- » **May be** asked to arrange accommodation/travel for judges.

Treasurer

- » **Responsible for** monies received by the Club and for all financial transactions on behalf of the Club.
- » **Present a** financial statement at all meetings, both management, committee and general.
- » **Present an** annual report as at 30 June each year at the Annual General Meeting (in September).
- » **Complete Annual** Financial Statement for NSW Fair Trading.
- » **Issue receipts** for all monies received from any officer whose duties entail the collection of the fees on behalf of the Club.

Show Secretary

- » **Organise and** arrange all Club shows and the Show Calendar.
- » **Allocation of** judges and organisation of show venues.
- » **Liaise with** the Web Manager to ensure the Show Calendar and other show (both Championship Shows and Public Pet Shows) information is online, including Facebook.
- » **Responsibility for** the smooth running of shows to ensure that classes are kept running to schedule and in the right order.
- » **Order sashes,** ribbons, rosettes, trophies, cards, certificates and prizes as needed.
- » **Organise trophy** tables.
- » **May be** responsible for taking the entry money and scratchings on the day and organises scribes for the judge/s if necessary.
- » **Following Club** shows, the Show Secretary will write a brief report including welcoming new members and championship show results for *Cavy Capers*.
- » **May be** asked to arrange accommodation/travel for judges.

Two Ordinary Committee Members

- » **May perform** other duties as requested by the Committee.
- » **May be** asked to arrange accommodation/travel for judges.

NON MANAGEMENT CLUB POSITIONS

Entry Secretary

- » **Accepts show** entries, ensures that the Sections, Breeds and Fee totals are correct, making any changes as necessary.
- » **Notify exhibitors** of receipt of entries as promptly as possible, and contact exhibitors for confirmation of various relevant details.
- » **Organise the** judging paperwork for the day of the show.
- » **May be** asked to advise caterers of the number of exhibitors and advise the Show Secretary of the number of entries for the allocation of Groups for judging.
- » **May be** responsible for taking the entry money and scratchings on the day.
- » **Additional (Regional)** show venues may be added, so additional Entry Secretaries may be necessary and will be nominated by the Committee as needed.

Show Manager

- » **Liaise with** appropriate bodies, key collection and payment.
- » **Liaise with** venue contact and organise show set up (Saturdays in Queanbeyan).
- » **Organise hand** washing/sanitising agents, etc. for judges.
- » **Provide power** cords and boards for use in the hall.
- » **Provide paper** towels and toilet paper for the amenities area.
- » **Responsibility for** the cleaning of the venue following the show.
- » **Responsibility for** Club tables and vacuum cleaner/s & Club trailer.

Publicity Officer

- » **Responsibility for** publicity for the Club and for all Club functions by all means possible, including advertising via the internet and radio as well as liaising via email or phone with relevant outlets.
- » **Organisation includes** advertisement in local pet shops, community notice boards and animal related outlets such as veterinary offices, feed stores, pet shops, etc.
- » **Liaise with** prospective businesses to seek sponsorship for shows and club functions.

- » **Organise the** sponsorship and distribution of the Colour-In contest to all relevant outlets, such as the internet, Club Website, local pet shops, community notice boards veterinary offices, feed stores, pet shops, etc.

Web Manager

- » **Maintain the** Capital Country Cavy Club Inc. website and keep it up to date in order to promote the Aims of the Club and to provide information about the Club and on Championship Shows and Public Pet Shows, as well as any special events; for Members and the Public.

Raffle Secretary

- » **Organise all** raffles and raffle prizes.
- » **Sell tickets** and advertise/promote raffles.

Pet Show Manager

- » **Organise and** run all Public Pet Shows in Queanbeyan, including allocation of judges, organisation of prizes and paperwork etc. for judges.
- » **Organise hand** washing/sanitising agents, etc. for judges.
- » **Liaise with** the Publicity Officer about advertising.

Canteen Manager

- » **Organise the** kitchen and the menu and take payment.
- » **Ensure that** the kitchen and rest room facilities are clean before and after a Club show or function.

Public Officer

- » **The Public** Officer will be the point of contact for incorporated association and one of the authorised signatories.

Cavy Council of NSW Representative

- » **Liaison between** CCCC and the Cavy Council of NSW on matters dealing with the ANCC. The position may require representing the CCNSW at the ANCC ADM.

Assistant Show Secretary

- » **Assist the** Show Secretary as necessary.

Quorum for AGM

If the quorum of 7 has not been achieved by 30 minutes of the advertised time the meeting will be abandoned. ☹

MANAGEMENT COMMITTEE POSITIONS and THE ANNUAL GENERAL MEETING

Please note that **ALL Management Committee positions become vacant** as at the **AGM, Sunday, 17 September 2017 at the Queanbeyan Show.**

ANY FINANCIAL ADULT MEMBER CAN STAND FOR ANY POSITION. Members wishing to nominate for a Management position must be nominated and seconded by a member to be with the Secretary by 10 September 2017. You may nominate yourself.

If you are unable to attend the meeting, you can vote by proxy to have another financial member vote on your behalf.

The **Proxy Form** naming that person must with the Secretary 24 hours before the meeting. ☹

Nomination & Proxy forms for Committee positions

AGM – Sunday 17 September 2017

All Committee positions are vacant as at the AGM. See attached for descriptions of duties.

Nomination Form for Committee Positions, 2017 – Capital Country Cavy Club Inc.

I hereby nominate for the position of

Nominator: Signature
 Secunder: Signature

Nominee: Signature
 Nomination accepted

I hereby nominate for the position of

Nominator: Signature
 Secunder: Signature

Nominee: Signature
 Nomination accepted

I hereby nominate for the position of

Nominator: Signature
 Secunder: Signature

Nominee: Signature
 Nomination accepted

I hereby nominate for the position of

Nominator: Signature
 Secunder: Signature

Nominee: Signature
 Nomination accepted

NB:

Nominations shall be on the above form, or similar or by email, signed by 2 financial members of the Club and the nominee, and shall be with the Secretary, 7 days before the AGM.

Proxy form be on the above form, or similar or by email, signed by the financial member of the Club shall be with the Secretary, 24 hours before the AGM.

Proxy Form, 2017 – Capital Country Cavy Club Inc.

I, of
 Full name Address

being a member of Capital Country Cavy Club Inc. hereby appoint

..... of
 Full name of Proxy Address

being a member of the Capital Country Cavy Club Inc., as my proxy to vote for me on my behalf at the general meeting of the Capital Country Cavy Club Inc. (AGM or special general meetings as the case may be) to be held on the day of 2017 and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details)

.....
 Signature of member appointing proxy Date

NB: A proxy vote may not be given to a person who is not a member of the association.