

Notice of an Annual General Meeting & Election of Committee August 2019



ABDA

Australian Book
Designers Association

2019 Annual General Meeting & Election of Committee

The 2019 Annual General Meeting of the Australian Book Designers Association Inc. will be held on:

Monday 12 August 2019 – 6:30pm

(Please arrive at 6:15pm to allow for the recording of attendance).

Melbourne

Multi-purpose Room 1, Kathleen Syme Library & Community Centre
251 Faraday Street, Carlton, Melbourne

Or at:

Sydney

HarperCollins Publishers Australia Head Office
Level 13, 201 Elizabeth Street, Sydney

The ordinary business of the inaugural Annual General Meeting is:

- to receive and consider the annual report of the Committee and the financial statements for the preceding financial year;
- to elect the members of the Committee; and
- to confirm or vary the amounts of the annual subscription.

Only paid up members of ABDA may vote or be nominated. If you are unsure of your current membership status, please email info@abda.com.au with your details.

Proxy Vote

A financial member of the Association may appoint another financial member to vote and speak on his or her behalf at the Annual General Meeting. A proxy form is attached for members who cannot attend the meeting. This includes Company members, if the person representing the Company is not the registered contact.

Absentee Vote

A financial member of the Association may vote for committee members in advance of the meeting by filling out the Absentee Voting form (to be circulated one week prior to the AGM, with the nominee statements).

Completed proxy and absentee vote forms should be emailed to: info@abda.com.au
These forms must be received no later than **5pm on Friday 9 August 2019**.

Call for Nominations 2019–2020 Committee

Nominations are open for election as an office-bearer or ordinary member of the Committee. The Association's Rules require four office-bearers: President, Vice President, Secretary, Treasurer. The Committee includes five ordinary members for a total of nine. The term commences immediately, for the period until the next AGM.

Nomination for Committee for 2019–2020

Name of person being nominated: _____

Position being nominated for: _____

Name of nominator (if any): _____

Signature of person nominating / accepting nomination: _____

Date: _____

Note: The person being nominated and the nominator (if any) must both be financial members of the Australian Book Designers Association Inc.

- Please email completed nomination forms to: **info@abda.com.au**
- We ask that nomination forms be sent by **Friday 9 August 2019**.
- Nominees are asked to provide with their nomination form a short statement (150 words) about their professional background and their reasons for wishing to be a part of the ABDA Committee. These statements will be circulated to ABDA members prior to the AGM.

The sitting Committee comprises:

President: Mark Campbell

Vice President: Alissa Dinallo

Secretary: Regine Abos

Treasurer: Hazel Lam

Ordinary members: Amy Daoud, Hannah Janzen, Peter Long, Jessica Lowe, Andy Warren

A list of nominations and renominations, up to that point, will be sent circulated on **Monday 5 August 2019**.

Proxy Form

A financial member of the Association may appoint another financial member to vote and speak on his or her behalf at the Annual General Meeting. This proxy form is attached for members who cannot attend the meeting. This includes Company members, if the person representing the Company is not the registered contact.

I [Name]: _____

of [address]: _____

being a financial member of the Australian Book Designers Association Inc., hereby appoint:

[Name]: _____

of [address]: _____

Also being a financial member of the Australian Book Designers Association Inc., as my proxy to vote and speak on my behalf at the Annual General Meeting to be held on **Monday 12 August 2019** and at any adjournment of that meeting.

Signature: _____

Date: _____

Completed proxy and absentee vote forms should be emailed to: **info@abda.com.au**
These forms must be received no later than **5pm on Friday 9 August 2019.**

Annual General Meeting 2019

Agenda

1. *Welcome:* By the President

2. *Attendance:* Present, apologies and proxies

3. President's presentation of the Annual Report for 2018 & 2019

4. Adoption of the Annual Report for 2018 & 2019

5. Adoption of Treasurer's Report for 2018 & 2019

6. Confirmation of the amounts of the annual subscription for 2019

7. Election of Office Bearers:
 - President
 - Vice President
 - Secretary
 - Treasurer

8. Election of five Ordinary Committee Members
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9. General business

10. Close / refreshments

Committee Descriptions

Regarding Committee composition and members:

The Australian Book Designers Association exists to support Australian book designers – to promote their work and connect them with the broader publishing community. ABDA is an incorporated non-profit host organisation. The ABDA Committee exists to ensure the organisation's aims and legal obligations to its members are met.

The Committee is made up of paying ABDA individual members who are self- or peer-nominated for election. Election is conducted by paying ABDA members at an annual general meeting, in person or by proxy. The Committee is composed of 9 members and one Manager. Of the 9 members, there are 4 office bearers: President, Vice President, Treasurer and Secretary.

Committee Members are expected to:

- Understand and uphold the ABDA aims outlined in the Mission Statement;
- Attend monthly Committee meetings, in person or via Skype. A quorum (minimum number) of committee members must be present for any motions to be passed, so meeting attendance is essential;
- Familiarise themselves with the Rules of the Association, in particular that if a committee member fails to attend 3 consecutive committee meetings without leave of absence they will cease to be a committee member;
- Chair or actively participate in at least one Subcommittee;
- Email succinct Subcommittee updates (actions, decisions, issues) to the Manager in advance of monthly Committee meetings, and report Subcommittee updates in detail at the meeting;
- Attend an informal meeting before the annual Awards event, and a formal planning meeting on the day after the Awards event;
- Be prepared to occasionally speak on behalf of the Association at public events and workshops.

Officer Bearers must fulfill the above Committee expectations and in addition:

- Attend occasional Office Bearer meetings, in person or via Skype;
- Conduct a thorough handover of records and processes associated with the role at the end of their tenure, and be available for a reasonable amount of consultation with the incoming office bearer.
- Fulfill the requirements associated with their individual roles below:

President:

- Provide leadership and direction for the Committee to achieve the ABDA aims outlined in the Mission Statement;
- Act as spokesperson for ABDA and work to maintain key media and industry relationships for the association and its members;
- Chair monthly Committee meetings and the AGM;
- Work with the Manager to prepare agendas for monthly Committee meetings;
- Call occasional Office Bearer meetings when deemed necessary by any Committee member or the Manager;

- Write a 'president's report' for the annual Awards Catalogue;
- Act as a signatory on the ABDA bank account and sign sponsorship agreements and other legal documents on behalf of the Association;
- Sit on the HR Committee.

Vice President:

- Take over the President's duties in instances where the President takes leave or is unwell;
- Take over the Secretary's duties in instances where the Secretary takes leave or is unwell, including taking and archiving meeting minutes;
- Work with the President to manage key media and industry relationships for the association and its members;
- Act as a signatory on the ABDA bank account when necessary.

Treasurer:

- Work with the Manager and/or book keeper to oversee the Association's budget, ensuring records are kept in MYOB and Excel (or other software) available for the Committee to easily access;
- Manage the ABDA bank account, including acting as a signatory on the account and signing legal documents on behalf of the Association;
- Prepare budget reports for the AGM and other relevant planning meetings;
- Ensure the Manager's salary is fairly paid, including CPI related wage increase;
- Sit on the HR Committee.

Secretary:

- The Secretary must be based in Victoria, to fulfil the requirements from Consumer Affairs Victoria's Associations Incorporation Reform Act ('the Act');
- Consult with the Manager to ensure the Committee/Association adheres to the legally binding Rules for an Incorporated Association, as outlined in 'the Act';
- Ensure meetings are effectively minuted, as outlined in 'the Act' by taking meeting notes, circulating them to the committee immediately after the meeting and archiving them;
- Prepare agendas for the AGM with Manager;
- Act as a signatory on the ABDA bank account;
- Sit on the HR Committee.