

**Notice of an
Annual General
Meeting & Election
of Committee
September 2022**



ABDA

Australian Book
Designers Association

2022 Annual General Meeting & Election of Committee

The 2022 Annual General Meeting of the Australian Book Designers Association Inc. will be held on:

Monday 12 September 2022
5:15pm (AEST) – for a 5:30pm start

Virtual Meeting

The meeting will be conducted online via Zoom. Please RSVP to Mietta at info@abda.com.au if you wish to attend and you will be sent a link to attend the meeting.

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 Professional 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 Note

A Professional Individual Member of the Association may appoint another Professional Individual Member to vote on his or her behalf at the Annual General Meeting. A proxy form will be circulated once the nominations have been made, for members who cannot attend the meeting.

Absentee Vote

A Professional Individual 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 Sunday, 11 September 2022.**

Call for Nominations 2022–2023 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 2022–2023

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 **5pm, Sunday 4 September 2022**.
- Nominees are asked to provide with their nomination form a short statement (150 words) about their professional background and their reasons for wanting 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: Mary Callahan

Vice President: Mietta Yans

Secretary: Trisha Garner

Treasurer: Nada Backovic

Ordinary members: Megan Ellis, Jenny Grigg, Klarissa Pfisterer, Liz Seymour and Mika Tabata.

A list of nominations and renominations, up to that point, will be circulated on **Monday 5 September 2022**.

Proxy Form

A Professional 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.

I [Name]:

of [address]:

being a Professional 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 **5:30pm, Monday 12 September 2022** 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, Sunday, 11 September 2022.**

Annual General Meeting 2022

Agenda

1. *Welcome:* By the President

2. *Attendance:* Present, apologies and proxies

3. President's presentation of the Annual Report for 2021/2022

4. Adoption of the Annual Report for 2021/2022

5. Adoption of Treasurer's Report for 2021/2022

6. Confirmation of the amounts of the annual subscription for 2022

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

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. 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 Zoom. 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 or post on Slack succinct Subcommittee updates (actions, decisions, issues) to the Secretary in advance of monthly Committee meetings, and report Subcommittee updates in detail at the meeting;
- Attend an additional planning meeting prior to the annual Awards event, and an informal review 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 Zoom;
- 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 Secretary to prepare agendas for monthly Committee meetings;

- Call occasional Office Bearer meetings when deemed necessary by any Committee member or the Secretary;
- 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;
- Engage and manage external contractors.

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;
- Engage and manage external contractors.

Treasurer:

- Work with the 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;
- Engage and manage external contractors.

Secretary:

- The Secretary must be based in Victoria, to fulfil the requirements from Consumer Affairs Victoria's Associations Incorporation Reform Act ('the Act');
- 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 the Executive;
- Act as a signatory on the ABDA bank account;
- Engage and manage external contractors.