

NOTICE OF ANNUAL GENERAL MEETING

The 2021 Annual General Meeting of The Heraldry & Genealogy Society of Canberra Incorporated will be held as a hybrid meeting on **Tuesday, 2 November 2021**, commencing at 7pm. Book via the website.

Agenda

- Apologies
- Minutes of the 2020 Annual General Meeting
- Financial Report
 - Motion: *The members of HAGSOC accept the 2020/21 Audited Financial Statements*
- President's Report
- Time Capsule
- Announcement of Fellow(s) and/or Election of Honorary Life Member(s)
- Election of Office Bearers for 2021/2022
 - President, Vice President, Secretary, Treasurer
 - Election of eight (8) Councillors
- Confirmation of Public Officer

Nominations for Office Bearers and Councillors must be in writing on the form below. Nominator, seconder and nominee must be financial members. Nominations must reach the Secretary not less than 7 days before the date fixed for the Annual General Meeting, i.e. by close of business Tuesday, 26 October 2021.

Cheryl Bollard

HAGSOC Secretary

The Secretary
 The Heraldry & Genealogy Society of Canberra Inc
 PO Box 152, Jamison Centre ACT 2614

We hereby nominate _____

For the position of _____

 Proposer's name (block letters please) Proposer's signature

 Seconder's name (block letters please) Seconder's signature

I,, accept this nomination and, if elected, give my consent to act in that position for the ensuing twelve (12) months.

Candidate's signature _____

Dated: / / 2021

Please volunteer for Council to assist with the running and future direction of HAGSOC

As is often the case with volunteer organisations, the pool of people who commit time to assist in the running and guiding of HAGSOC is small. We have many wonderful volunteers who assist in the functioning of HAGSOC in numerous ways - helping in the library, education and events, technical support, translation service, cleaning, finance assistance and journal mailout to name a few.

Volunteering on Council is not just for long time members - it would be great if a few new members could also put themselves forward to take on Council roles.

About HAGSOC Council Positions

The Society is governed by a Council consisting of four Executive Members, i.e., President, Vice President, Secretary and Treasurer, and eight other Ordinary Councillors, all twelve of whom are elected annually at the Annual General Meeting, plus the Immediate Past President. Nominations for election to Council are open to all members who are financial members at the time of the election.

President

Chairs all Council and Executive meetings and ensures the proper running of the Society according to the Constitution and By-Laws and represents the Society at various external organisations. Currently the President is also responsible for collating and distributing the monthly President's Newsletter.

Vice-President

Supports the President as required and deputises in the absence of the President, at Council and Executive meetings. The Vice President currently oversees the FFACT Council's Annual Workplan.

Secretary

Prepares the agenda and keeps minutes for all meetings of Council and Executive and keeps minutes of all elections and appointments of office bearers and Council members. The Secretary prepares and circulates notices of meetings and receives and responds to correspondence, maintaining appropriate registers of inwards and outwards communications.

Treasurer

Maintains the income and expense records of the Society, develops yearly budgets, oversees the financial and business management of the Society for the provision of advice and recommendations for the continuous improvement of financial management practice. Currently there are a team of Financial Assistants helping with the day-to-day financial transactions.

Councillors

Up to 8 elected members serve in the management of the Society and take responsibility for various aspects of the Society's activities, either personally or supported by a team of volunteers from among the membership.

Please contact the Secretary if you would like further information about HAGSOC Council positions.

secretary@familyhistoryact.org.au.