



NOTICE OF ANNUAL GENERAL MEETING

Formal notice is given to all members
of Central Highlands Community Legal Centre Inc
of the Annual General Meeting for 2017-2018

Monday 12th November, 2018, at 6.00pm

The formal business of the Annual General Meeting will commence at 6.00pm
followed by Superintendent Jenny Wilson

*Where: Ballarat Community Health
12 Lilburne Street, Lucas*

The business of the Annual General Meeting will be conducted in accordance with
Central Highlands Community Legal Centre Inc's Constitution:

- A quorum of the Annual General Meeting will be one quarter of the members.
- If there is no quorum within half an hour of 6.00pm, the meeting will lapse.
- Election of the Committee of Management will take place.
- Each eligible member has one vote.
- The agenda, nominations and proxy forms for the Annual General Meeting are attached.

The meeting will consider a Special Resolution with the following wording – *“To change the name of Central Highlands Community Legal Centre Inc. to Ballarat & Grampians Community Legal Service Inc.”*

RSVP for attending AGM:
Lisa Buckland
T 5331 5999
lisa@chclc.org.au

Light refreshments provided. Please let us know when you RSVP if you have any special dietary requirements.

CENTRAL HIGHLANDS COMMUNITY LEGAL CENTRE INC

AGM 2018

NOMINATION PACKAGE

Dear Member,

The Central Highlands Community Legal Centre Inc Committee of Management representatives are nominated and elected by members.

The Committee is elected in accordance with the Constitution.

This package has all the information you need, including nomination forms and role descriptions.

If you would like to talk about what is involved in any of these positions, please contact Scott Sherritt who is the current CHCLC Management Committee Chair on 0437 104 868 or via email to scotts@bhc.org.au

Regards,

Scott Sherritt-CHCLC Chair

CENTRAL HIGHLANDS COMMUNITY LEGAL CENTRE INC

NOMINATION FORM 2018-2019

Committee of Management

The Committee of Management:

- is responsible for the management of the business and affairs of CHCLC; and
- can exercise the powers and functions of CHCLC, other than those powers and functions that are required by the Constitution to be exercised by Members Meetings.

Under the Centre's Constitution, the Committee of Management consists of:

- a Chairperson;
- a Vice-Chairperson;
- a Secretary;
- a Treasurer; and
- up to six (6) ordinary members
- A minimum of two (2) members of the Committee shall be Australian Legal Practitioners within the meaning of the *Legal Profession Act 2004* (Vic)

The Committee of Management is elected at the Annual General Meeting. Current or previous members may renominate.

Name of Nominee:..... Date:.....
(Only one nomination from each member)

Moved:..... Date:.....

Seconded:..... Date:.....

CENTRAL HIGHLANDS COMMUNITY LEGAL CENTRE INC

PROXY FORM 2018

Appointment of Proxy

I,

Of

Being a member of the Central Highlands Community Legal Centre Inc.

Appoint.....

Of.....

Being a member of Central Highlands Community Legal Centre Inc, as my proxy to vote on my behalf at the Annual General Meeting of the Association, to be held on the 12th November, 2018 and at any adjournment of that meeting.

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

.....

.....

Signature of member:.....Date:.....

CENTRAL HIGHLANDS COMMUNITY LEGAL CENTRE INC

ROLE DESCRIPTIONS

(Extracts from CHCLC's Policies and Procedures)

In accepting their positions, Committee of Management (COM) members undertake to provide sound governance and effective leadership to the organisation by ensuring that the organisation has:

- Clear strategic directions and achievable plans in line with its purpose and values
- Adequate resources to carry out its work
- Competent personnel
- An effective policy framework to guide its work, implement its plans and meet its obligations
- Adequate internal controls to ensure sound financial management, risk management and legal compliance
- Adequate internal accountability mechanisms to ensure compliance with policies and procedures and to monitor organisational performance.

The COM will be accountable to the membership ensuring that the organisation produces results, remains solvent, and complies with all its legal, financial, and ethical obligations.

The COM will provide direction through policy and oversight for the senior staff who will implement the decisions of the COM.

Office Bearers also have additional and specific roles:

- **Chairperson:** The Chairperson has special responsibility for providing leadership. This leadership role includes ensuring that the CHCLC COM is focussed on the business of the organisation, that meetings are conducted properly and that an accurate record is kept of these meetings.
- **Vice-Chairperson:** The Vice-Chairperson has all responsibilities of the Chairperson when the Chairperson is unavailable.
- **Treasurer:** The Treasurer has responsibility for the financial management of the organisation, and must make sure those payments due to, or by, the organisation, are paid, that the financial records are kept correctly, and that the organisation is working within an agreed financial plan.

However, the CHCLC COM as a whole must share responsibility and decision-making and it is therefore an important part of the Treasurer's role to ensure that other CHCLC COM members understand the information that is being presented and the implications of this information.

- **Secretary:** The Secretary has particular responsibility for ensuring that the business of committee meetings is documented, including decisions that are taken, and ensuring that the meeting papers are circulated in advance of meetings. They may also take the minutes in the meeting, but this can also be done by someone else and checked by the Secretary.

Duties

Committee of Management:

- Attend meetings as required. If a CHCLC COM member fails to attend 3 consecutive meetings without the permission of the CHCLC COM, their membership of the CHCLC COM will lapse.
- Actively participate and contribute constructively to the productivity and outcomes of meetings.
- Declare any personal interest that might conflict with the interests of the organisation or your duty as a CHCLC COM member.
- Act in accordance with the Code of Conduct/Code of Ethics.
- Keep informed about the organisation's business.
- Act as a spokesperson for the organisation when requested by the CHCLC COM or Centre Manager
- Be a member of and/or chair of sub-committees/working groups as required.
- Sign letters or documents on behalf of the organisation as required.
- Exercise delegation of authority and expenditure as determined by the CHCLC COM.