

AGM 2022

NCQ AGM Information Pack For Members



Wed 7 December



11:00am - 12:15pm



Online via Zoom

Zoom link to attend AGM ↘

<https://us06web.zoom.us/j/85431034509>

For more info, go to ↘

www.bit.ly/ncqagm2022

Introduction

Thank you for your support as members of Neighbourhood Centres Queensland (NCQ).

We are the peak body of Neighbourhood and Community Centres in Queensland and member of the Australian Neighbourhood Houses and Centres Association (ANHCA). NCQ has been working with Neighbourhood Centres across the state since 1983 in its previous iterations as CCFSNQ (Community Centres and Family Support Network Queensland) and QFCA (Queensland Families and Communities Association).

We are pleased to announce our AGM for 2021-22 financial year is to be held on Wednesday 7th December 2022. We welcome member organisations and other stakeholders to attend the online meeting. The link for the meeting is in this document.

This AGM Information Pack for Members is designed especially for our member organisations and prospective board members.

This AGM Information Pack for Members includes:

1.0 Introduction

2.0 Notice of Annual General Meeting 2021-22

3.0 AGM 2021-22 Agenda

4.0 Appointment of Member Representative Form

5.0 Information about NCQ committee vacancies and application form

Forms to be completed and returned:



Appointment of Member Representative Form

All ordinary member organisations wishing to vote at the AGM: 'Appointment of Member Representative Form' completed and submitted by close of business Wednesday 30th November 2022.



Committee Member Nomination Form

Applicants for the board of NCQ must complete a nomination form signed by yourself, nominated and seconded by another member of NCQ in your Zone (Metropolitan or Regional/Remote) to be completed and submitted by close of business Wednesday 23rd November 2022.

All forms are contained in this AGM Information Pack for Members and designed to be completed electronically, including signing.

For ease of use, please fill out the forms you require (see list above) and return the entire package to Neighbourhood Centres Queensland by emailing admin@ncq.org.au.

Thank you for your participation in this important process.



Acknowledgement

NCQ acknowledges the Aboriginal and Torres Strait Islander peoples as the traditional custodians of Country; we pay our respects to their Elders, Ancestors, land and seas.

Notice of Annual General Meeting 2021-22

Notice is given that the Annual General Meeting for Neighbourhood Centres Queensland for 2021 - 2022 will be held on will be held:



Wednesday 7 December, 2022



11:00am - 12:15pm



Online via Zoom

The Returning Officer is Chris Mundy.

Zoom link to attend AGM:

<https://us06web.zoom.us/j/85431034509>

Meeting ID: 854 3103 4509

Appointment of Ordinary Member Representative for voting purposes:

The NCQ constitution requires that each member organisation may only have one voting representative.

Each member organisation who wishes to vote at the 2021-22 AGM needs to appoint their preferred voting representative.

For your organisations vote to be recorded, you need to fill out the Member Representative form.

Please complete, sign, and return the form on page 5 of this document to appoint a Member Representative to admin@ncq.org.au by close of business Wednesday 30 November 2022.

Agenda for AGM 2021-2022

11:00	Welcome First Nations Acknowledgement Present and Apologies	Tomas Passeggi, Chairperson
11:05	2020-2021 AGM Minutes Confirmation of the Minutes of the 2021 Annual General Meeting held on 8 December 2021	Tomas Passeggi, Chairperson
11:10	Keynote Speaker	Michael Gordon, CEO <i>Neighbourhood Houses Tasmania</i>
11:25	Reports Chairperson Report Treasurer Report CEO Report	Tomas Passeggi, Chairperson Louise Judge, Treasurer Em James, Chief Executive Officer
11:45	Election & Announcement of Management Committee	Chris Mundy, Returning Officer
12:00	General Business Questions	Tomas Passeggi, Chairperson
12:15	Close of AGM	Tomas Passeggi, Chairperson

Application for Appointment of an Ordinary Member Representative for Voting

FORM



For your organization to vote at the Neighbourhood Centres Queensland AGM, please fill in and return this form to admin@ncq.org.au by close of business Wednesday 30th November 2022.

Name of your organisation

Advises that, on (date)

It was resolved that (Representative Name)

is the appointed representative for the above NCQ Member Organisation to vote at the NCQ AGM 2021-2022.

Authorised by a member of the governing committee/board of your organisation:

Name

Position

Date

Signature

Note: If using Adobe Reader, you can use the 'Draw' tool to sign.
If using Adobe Acrobat Pro, you can use either of 2 signature tools to sign.
Printing and signing is also an option.

About Applications to join the NCQ Management Committee

About the Management Committee

Management Committee members have the privilege of having input into the governance of the organisation and its support of Queensland's Neighbourhood Centre sector. There is a time commitment involved in becoming a NCQ Committee Member, with monthly online meetings and weekly governance tasks and strategic work to ensure the strong future of our organisation and sector.

Management Committee positions being elected in

According to NCQ's Constitution, there is a minimum of seven (7) and maximum of nine (9) committee members. This must include three (3) ordinary members from Metropolitan Zone and four (4) ordinary members from Rural/Regional Zone

Note: 'Metropolitan Zone' means SEQ, specifically metropolitan Brisbane, the Sunshine Coast and the Gold Coast.

'Rural/Regional Zone' means the remaining areas in Queensland that are not part of the Metropolitan Zone.

This year NCQ has three (3) vacancies in Metropolitan Zones and two (2) vacancies in Rural/Regional Zones.

Questions

If you are interested in nominating, please contact Tomas Passeggi (NCQ Chair) for more information by emailing tomas@calcomm.org.au or phone 0414547855.

How do I nominate to be on the Management Committee of NCQ?

Nominees who are interested in joining the NCQ Management Committee are encouraged to make further enquiries to Tomas Passeggi (NCQ Chair) on 0414547855.

To apply for nomination:

1. Complete the Nomination Form, attach a 250 word biography and a photograph of yourself.
2. Submit via email to admin@ncq.org.au by Wednesday 23rd November.
3. You will need to find two people to nominate you, and one of those people needs to be from outside of your organisation but in the same Zone (e.g. from Metropolitan Zone if you are based in Metropolitan Zone).

To complete the form, you will need a:

- Nominator: The Nominator must be from a Neighbourhood Centres Queensland member organisation in the same region as the nominee (Metropolitan or Regional/Remote). They can be from the same organisation as the nominee.
- Secunder: The Secunder must be from a different Neighbourhood Centre Queensland member organisation to the Nominator.

Timeframes

- Committee Nominations close: Wednesday 23rd November 2022
- If required, an online ballot will open and close during the AGM for Members to Vote
- An election will only occur if we receive more nominations than required

Application to join the NCQ Management Committee

FORM



To apply for nomination to the Neighbourhood Centres Queensland (NCQ) Management Committee, please fill in and return this form along with a 250 word biography and a photograph of yourself by close of business Wednesday 23rd November 2022.

Part 1: Nomination

To be completed by the 'nominator' i.e. the person who is nominating the proposed NCQ Management Committee member. A 'seconder' is also required to support the nomination.

This nomination is for the following zone (please highlight which):

- Metropolitan Zone (means SEQ, specifically metropolitan Brisbane, the Sunshine Coast and the Gold Coast), or
- Rural/Regional Zone (means the remaining areas in Queensland that are not part of the metropolitan zone).

I (Nominator's Name)

Of (Member Organisation's Centre name - *must be in the same Zone as the nominee, e.g. Metropolitan or Rural/Regional*).

hereby nominate (nominees name)

of (Member Organisation's Centre name)

for the above position.

Signature of Nominator

Seconded by (name of seconder)

Date

Of (Member Organisation's Centre name - *must be different to the nominated person's organisation and in same Zone*)

Note: If using Adobe Reader, you can use the 'Draw' tool to sign. If using Adobe Acrobat Pro, you can use either of 2 signature tools to sign. Printing and signing is also an option.

Signature of Seconder

Date



Part 2: Acceptance of Nomination

To be completed by the member who is being nominated for Management Committee membership.

I (Member's full name)

Of (Member Organisation's Centre name)

At (Address)

Phone Number

Email Address

Signature of Nominee

Date

accept the nomination for Metropolitan Zone (means SEQ, specifically metropolitan Brisbane, the Sunshine Coast and the Gold Coast), or Rural/Regional Zone (means the remaining areas in Queensland that are not part of the Metropolitan Zone).

To be returned to admin@ncq.org.au by Wednesday 23rd November 2022.

Note: If using Adobe Reader, you can use the 'Draw' tool to sign.

If using Adobe Acrobat Pro, you can use either of 2 signature tools to sign.

Printing and signing is also an option.