



AGM Guidelines 2018

Table of Contents

I.	Introduction	2
II.	AGM Details	2
III.	Order of Business	2
IV.	Board Positions	3
V.	The Role of the Board of Management	3
	Executive Members of the Board	
VI.	Process of Election	5
VII.	Voting	5
VIII.	Summary	6
IX.	Appendix A – Nomination Form	7
X.	Appendix B - Proxy Form	8

Introduction

As a valued member of NHWNT you are entitled to vote at our Annual General Meeting (AGM).

NHWNT is an incorporated Association which means that we must operate within the Association Acts framework, which requires each incorporated association to conduct an Annual General Meeting.

The business of the AGM is for NHWNT to report on our overall status, including financials and for our members to elect the Board of Management.

It is also your opportunity to ask any questions regarding the future direction of the Association.

AGM Details

The NHWNT 2018 AGM details can be found below. All members are welcome.

Date 15th November 2018
Time 5:30pm
Where City of Darwin Chambers, Harry Chan Avenue, Darwin, NT, 0800

If you are unable to attend you are still eligible to vote. Please refer to Proxy Vote section.

Order of Business

A formal agenda will be sent individually along with the necessary reports such as financial audit. The order of business will be as follows;

Formal Opening
Presidents Report by Jenny Malone
Confirmation of previous AGM Minutes
Financial Report
Any other reports
Election of Board of Management
Any other business
Formal Close
Guest Speakers and networking

Board Positions

This year there have been a number of board vacancies arise which we have filled through Casual Vacancies. Casual vacancies mean that a board position is filled by the remaining Board members electing a suitable person to sit in the role.

If elected at an AGM a board position is held for a term of 2 years.

The NHWNT elected Board positions consists of;

Executive Members	
President	Jenny Malone (Term Complete)
Vice President	Vicki Whitney (Sabbatical) Interim Vice President Gary Haslett
Treasurer	Jayesh Mehta
Secretary	Eliane Lefebvre
Non-Executive Members	
Barkly Regional Coordinator	Jill Kleiner
Katherine Regional Coordinator	Jenny Duggan
Northern Regional Coordinator	Vacant
Southern Regional Coordinator	Lauren Winter
Public Officer	Pat King
Ordinary Board Member	Jack Henderson (Term Complete)
NT Police Representative	Acting Superintendent Crispin Gargan
LGANT (Local Government Association of the NT) Representative	Gary Haslett

The following positions are up for election;

Executive Board Member
Northern Regional Coordinator (Member Representative)
Non-Executive Board Member

The Role of the Board of Management

The Board of Management are responsible for the strategic leadership of the Association through setting goals and objectives, ensuring financial health and legal compliance, management of operational staff and implementation of Association rules.

Below we have provided an overview of the specific functions of all positions. Please get in touch with us for a full job description if you are interested in becoming part of the NHWNT Board of Management at nhwnt@nhwnt.org.au

Executive Members of the Board

President

The role of the President is to provide leadership and direction to the NHWNT Board in the execution of its duties. The President is responsible for ensuring that the Board and its members are aware of and fulfil their governance responsibilities, comply with appropriate laws and bylaws, conduct board business effectively and efficiently and are accountable for their performance. The President also chairs the Executive/ Finance Committee and supports the Office Manager.

Vice President

The Vice President is to provide support to the President to lead and direct to the NHWNT Board in execution of its duties. The Vice President assumes the role of President when the President is unavailable.

Treasurer

The Treasurer's role is to ensure financial record keeping and accounts meet the conditions of funders or statutory bodies, that the organisation complies with relevant legislation and that appropriate financial systems and controls are in place. The treasurer must be fully informed of the financial position of the organisation at all times.

Secretary

The secretary provides administrative support to the board and ensures all documentation is in order. The secretary must be well organised, maintain records on a regular basis and ensure that meetings are minuted and accurate records are kept. The secretary also needs to work closely with the Public Officer to ensure compliance under the Constitution and legislation (Act and regulations).

Non – Executive Members of the Board

Regional Coordinators (Southern, Barkly, Katherine & Northern)

The role of a regional coordinator is to manage the organisation's members and volunteers to participate in the activities in their region. The regional coordinator is responsible for ensuring that all members adhere to the organisation's Constitution and legislation (Act and Regulations).

Supporting the organisation's community programs at events, at community talks and representing the organisation at appropriate community committees is also a key role of the regional coordinator.

Ordinary Board Member

Board members represent the organisation, regular members and volunteers across the NT. A board member is required to participate in Board meetings and be part of relevant sub-committees when required. A board member must also ensure that NHWNT is compliant under the Constitution and legislation (Act and regulations).

Process of Election

If you would like to nominate for any of the available positions you will need to;

- Be a current NHWNT Member;
- **Complete the Nomination Form (Appendix A).** In order to complete the form you must have a Proposer and a Seconder, this can be any 2 NHWNT members. If you are unable to achieve this please get in touch with the NHWNT at nhwnt@nhwnt.org.au
- Nomination Forms must be submitted to the NHWNT office no later than COB **Wednesday 7th November 2018**

At the AGM the positions up for election will be declared vacant and each vacant position will be voted on separately. Any nominations received for that position will be read out and each nominee will be given the opportunity to speak to their suitability if they choose. A vote will commence (see voting section) and the elected person will be welcomed to the NHWNT Board of Management.

If no nominations have been received for a position we will call for nominations from the floor. If there are no nominations from the floor the position will remain vacant for the Board to fill as a casual vacancy.

Voting

Each position will be voted on individually and each member has the right to one vote per voting item. If you are unable to attend in person you are able to submit a **Proxy vote** which enables another attending member to vote on your behalf. In order for this to happen you will need to submit a **Proxy Form (Appendix B)** to the NHWNT office at nhwnt@nhwnt.org.au no later than COB **Wednesday 7th November 2018**. If the Proxy Form is not received your vote will not be counted.

All voting items will be by show of hands (unless requested by a member to be by secret ballot). For all voting items the voting will be a majority vote. In the case there is an equal vote (for and against) the vote will be counted for in the negative and the position will remain vacant for the Board to fill as a casual vacancy.

Summary

We welcome all NHWNT members to attend this event and make a guarantee to you that there is absolutely no pressure to get involved. If we have never met you before we would love to see you!

The AGM is a great opportunity to meet and network with other NHWNT members, hear about the Organisations achievements and have vital input into the on-going success of NHWNT. We will also be celebrating our 30th anniversary at the 2018 AGM so we hope you can join us.

Drinks and nibbles will be provided.

If you have any questions please do not hesitate to get in touch with us at nhwnt@nhwnt.org.au

[Please register your attendance here](#)

Appendix A – Nomination Form



Neighbourhood Watch Northern Territory (Inc)

PO Box 41500 Casuarina

ABN 58 984 560 33

NOMINATION FORM

Please read the AGM Pack 2018 prior to completing this form

Nomination forms should be completed by two current members of the Association and endorsed by the candidate on the nomination form. Nomination forms should be received by the NHWNT office prior to close of business on **Wednesday 7th November 2018**.

	Name	Address	Signature
Nominee;			
Nominator;			
Secunder;			

Please specify for which position you are nominating? *Please refer to AGM Guidelines 2017 for more information*

- Executive Board Member Ordinary Board Member
 Northern Regional Coordinator

Please submit an overview of your professional experience to support this nomination. *Please submit additional pages if required:*

I, _____ accept the above nomination for the specified position
Print full name

on the Neighbourhood Watch NT Inc. Board of Management.

Signed: _____ Date: __ / __ / 2018

Appendix B



Neighbourhood Watch Northern Territory (Inc)

PO Box 41500 Casuarina

Northern Territory 0811

PROXY FORM For Annual General Meeting 15th November 2018

I, _____ of _____
Print full name Print full address

being a current member of Neighbourhood Watch Northern Territory Incorporated (NHWNT),
appoint:

_____ of _____
Print full name of appointee Print full address

who is a current member of Neighbourhood Watch Northern Territory Incorporated (NHWNT), to
be my proxy on the day of the 2018 NHWNT Annual General Meeting.

**(Note: If you leave the Full Name of appointee space blank, the President of NHWNT will
automatically become your proxy)**

I do / do not (delete as applicable) wish to be recorded as an official apology for the meeting, as I
am unable to attend.

Date: / / 2018

Signature: _____

Please return this form by **Wednesday 7th November 2018**
to the NHWNT Office Parap Police Beat, Vimy Lane, Parap
or by email to nhwnt@nhwnt.org.au
or to P.O. Box 41500 Casuarina NT 0811