



Cottesloe Tennis Club (Inc.)

PO BOX 12 • COTTESLOE • WA • 6911 • TELEPHONE (08) 9385 2789

Thursday, 24 July 2008

NOTICE OF ANNUAL GENERAL MEETING

Dear Member

The Management Committee is pleased to invite you to the **Annual General Meeting** of the Cottesloe Tennis Club (Inc.) which will be held at the Clubhouse, corner of Broome and Napier Streets Cottesloe on **Wednesday 20th August 2008 commencing at 7.30pm.**

Attached for your information and action are the following documents:

- A. Agenda for the Annual General Meeting
- B. Description of Positions available for election
- C. Nomination form for Management Committee and Elected Officers
- D. Proposed appointment of Lou Holm as a Vice Patron of the Club

I hope you will join us at the AGM and participate in the continued growth of our wonderful Tennis Club.

Best regards

Matthew Macfarlane

Club Secretary

On behalf of the Management Committee



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Agenda for the AGM of Cottesloe Tennis Club 20th August 2008 at 7.30pm

1. Apologies
2. Minutes of the prior AGM
3. Matters Arising
4. Reports to be confirmed and adopted:
 - a. President's Report
 - b. Finance Director's Report
 - c. Captain's Report
 - d. House and Grounds Director's Report
 - e. Junior Director and Coach's Report
 - f. Mid-week Director's Report
5. Election of Members of the Management Committee
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Finance Director
 - e. Captain
 - f. House and Grounds Director
 - g. Members Director
 - h. Mid-week Director
 - i. Junior Director
 - j. Social Director
6. Election of other officers
 - a. Bar Manager
 - b. Honorary Auditor
7. Confirmation of Appointments
 - a. Patron – Cottesloe Mayor Kevin Morgan
 - b. Vice Patrons – Eric Hurst
8. General Business
 - a. Proposed appointment of Lou Holm as a Vice Patron of the Club
9. Question time



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Description of Management Committee and Elected Officer positions

NOTE: All elected positions are declared vacant each year.

The Management Committee comprises the following

(Short versions of role descriptions extracted selectively from the Constitution):

President – presides at all meetings of the Management Committee.

Vice-President – deputise for the President and support fundraising

Secretary – keep minutes of meetings and maintain a record of correspondence to and from the Club. Maintain a register of members and updated copy of the Constitution.

Finance Director - Receive and account for all monies on behalf of the Club. Keep correct accounts and books showing the financial affairs of the Club and particulars usually shown in the books of account of a like nature and shall make up the annual statement of income and expenditure and balance sheet at the end of each financial year. Examine and report to each meeting of the Management Committee on all outstanding accounts and tender recommendations as to payments thereof.

Captain - Arrange weekend social play, tournaments and inter-club events. Be responsible for maintaining a Players' Dress Code and Behaviour Code as proposed by Tennis West.

House and Grounds Director - Keep a register of keys. Be responsible for court availability at all times. Liaise with ground staff. Present a maintenance plan for courts, buildings and equipment to the Management Committee at the beginning of their term of office.

Members Director - Handle public relations and new membership. Deal with membership problems and represent any such member at any Committee or sub-committee meeting. Be responsible for recruitment of and liaison with new members.

Mid-week Director - Arrange social play and social functions for mid week organised playing days

Junior Director - Arrange Junior Club social play, tournaments and inter-club events. Arrange Junior Club league teams as proposed by Tennis West. Arrange other activities to promote and develop Junior Club members within the Club and community

Social Director - Chair a social sub-committee. After liaison with the Captain, prepare a social calendar for the year. Be responsible for and arrange food catering and provision of bar facilities by Bar Manager for tennis, social and other events as listed on the social calendar or as otherwise subsequently arranged. Report to the Management Committee as soon as practicable after the conclusion of each event detailing receipts and expenditure and any recommendation or comments in respect thereto.



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The following are also elected positions:

Bar Manager – responsible for managing the Bar in accordance with the licence conditions. Ensuring adequate stock and pricing of bar products. Managing a bar roster for the opening of the bar at appropriate times.

Honorary Auditor – responsible for the audit of the annual financial accounts of the Club.

If you are interested to nominate for one of the positions on the Management Committee or to an elected position then please complete the Nomination Form below and post to the attention of "The Secretary, Cottesloe Tennis Club. PO Box 12 Cottesloe WA 6911 **OR** email your nomination to the current secretary at matthew@vibecapital.com

All Nominations should be received prior to the AGM for consideration.



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Nomination Form for Elected positions:

Name of nominee: _____

Nomination to: Management Committee position: (please select)

President	
Vice-President	
Secretary	
Finance Director	
Captain	
House and Grounds Director	
Members Director	
Mid-week Director	
Junior Director	
Social Director	

Nomination to: Elected Officer position: (please select)

Bar Manager	
Honorary Auditor	

Signed by Nominee: _____

Signed by Proposer (if different): _____

Submit to: "The Secretary, Cottesloe Tennis Club. PO Box 12 Cottesloe WA 6911" **OR**
email your nomination to the current Secretary at matthew@vibecapital.com



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Proposed appointment of Lou Holm as Vice Patron of the Cottesloe Tennis Club:

This year marked the passing of one of our long standing Vice Patrons: Pat Adamson. The Club has for many years had two Vice Patrons and the Management Committee has responsibility under the Constitution for the nomination of Vice Patrons as it deems appropriate.

The appointment of a new Vice Patron requires confirmation at the Annual General Meeting of the Club.

Whilst the role of Vice Patron is largely ceremonial in nature the Committee believe that it is important to have a respected and senior member in the role who represents an excellent example of the type of passionate volunteer support which this Club relies on so much. The Vice Patron may also be called upon in times of need for issues that the Management Committee may identify as requiring senior support.

Lou Holm has been a member of the Cottesloe Tennis Club for 50 years having joined in 1958. At the AGM in 1960 Lou set a record by becoming the youngest elected President of the Club at the tender age of 26. a record which continues to this day. He was President of the Club seven times during the period 1960-77 and has taken on a range of roles in the Management Committee. He became a Life Member of the Club in 1982, he is an outstanding member of the local community and continues to contribute to the success of the Cottesloe Tennis Club as Chairman of the Life Members' Committee.

Your Committee has great pleasure in requesting the confirmation of Lou Holm as a new Vice Patron of the Cottesloe Tennis Club at this year's Annual General Meeting.