

AGA Secretary-General Procedures

Daily

- Check email & address as required
 - Inform AGA Committee for any International correspondence
- Check Facebook (Australian Go Association group and all club groups)
 - Identify any issues or opportunities and respond as required
- Maintain a list of matters to report or for consideration at the next committee meeting

Periodic

Appoint public officer

- Under Section 34 (1) and (6) of the NSW Incorporations Act which states...
 - (1) An association's committee must appoint a public officer.
 - (6) Within 28 days after taking office as an association's public officer (other than its first public officer), a person must notify the Secretary, in the approved form, of:
 - (a) the person's full name and date of birth, and
 - (b) an address within New South Wales:
 - (i) at which the person can generally be found, and
 - (ii) at which documents can be served on the association by post, and
 - (c) the fact that the person has taken office as public officer.

A penalty \$50 for failure to comply

Procedure – the first item on the Agenda for an incoming Committee will be the appointment of the Public Officer.

Document transfer between Public Officers

- Under Section 35 (2) and (3) of the NSW Incorporations Act which states...
 - (2) Within 14 days after vacating office, a former public officer of an association must ensure that all documents in his or her possession that belong to the association are delivered to a committee member of the association.
Maximum penalty: 1 penalty unit.
 - (3) An association's committee must fill any vacancy in the office of public officer within 28 days after the vacancy arises.

Penalty \$50

Procedure – access to the Cloud drive will be removed from the outgoing Public Officer. The committee will appoint a replacement who will be given access to the Cloud drive.

Committee meetings

- Prepare list of matters collected (daily) and send draft agenda to the committee (note: the first matter for a new committee is the appointment of the public officer)
- Prepare and send Agenda for the Committee meeting – 1 week prior
- Book Zoom.us tele-conference meetings and distribute information to the committee
- Record the Zoom.us teleconference meeting and take notes
- Prepare and send draft minutes to the committee (within 2 days of the meeting).
- Save the agenda, minutes and other documents to the Cloud Drive Folder
- Update the AGA documents register on Cloud Drive

Annual general meeting

- Ensure AGM is held in compliance with the Incorporations Act

Section 37 (1) and (2) states...

(1) An association's committee must ensure that the association's first annual general meeting is held within 18 months after its registration under this Act.

Maximum penalty: 1 penalty unit.

(2) An association's committee must ensure that annual general meetings are held:

(a) within 6 months after the close of the association's financial year, or

(b) within such further time as may be allowed by the Secretary-General or prescribed by the regulations.

Penalty \$50

- Collect proposals for the AGM – send two months prior
- Prepare and send Agenda for AGM including proxy voting forms – 1 month prior
- Collect and validate proxy votes
- Chair AGM, record notes for the meeting (also, record sound on iPhone)
- Prepare draft minutes and post to web site (within 2 days of the meeting).

Administration

- Use AGADOR – extract a list of members and save to Cloud Drive & update the documents register.
- Provide copies of minutes and other documents to the web master for publication on the AGA's public web site.

International

- Prepare for KBA requests
 - Teach the teacher – have a list of candidates for selection by the committee – if there is insufficient time an email vote from the committee should be used. An Younggil is very helpful in this process.
 - Equipment donation – determine a reasonable list of equipment and books for distribution and use by the clubs. *Note: If asking for a demo board and stones ask for 'a demo board and stones' a demo board/demo set may not come with the stones.*
 - Promising player – this is a training course for school age students, best to talk to An Younggil about candidates.
- Pass on emails regarding Australian Representation at International Tournaments to the Vice-President
- Address other correspondence as appropriate.

- Ensure any document are stored on Cloud Drive and the register updated.

AGA Public Officer responsibilities

Notification of change of official address

Section 13 (1)

(1) Within 28 days after an association's official address becomes obsolete or unusable, the association's Public Officer must notify the Secretary, in the approved form, of the association's new address.

Penalty \$200

Procedure – the Secretary-General will inform the Public Officer & lodge the relevant form.

Recover document and remove rights to access AGA document

Section 28 (5)

(5) Within 14 days after vacating office, a former committee member of an association must ensure that all documents in his or her possession that belong to the association are delivered to the public officer for delivery to his or her successor.

Penalty \$50

Procedure – The Secretary-General will establish and manage a cloud storage solution or Cloud drive. The credentials for the Cloud drive will be provided to the President. Committee members will be required to store all of their AGA documents on the Cloud drive. After an AGM or when a committee member resigns, access to the Cloud drive will be revoked from the outgoing person while the incoming member(s) will be granted access.

Note: I envisage a folder for each officer and a group folder for ordinary committee members and sub-committees. Each folder will contain directories for each calendar year. Documents in the Cloud drive will be backed up to another facility on a regular basis.

Maintain AGA register of members

Section 29 (1)

(1) An association must keep a register of committee members in accordance with this section.

Penalty \$50

Procedure – the Secretary-General or designated officer will maintain the register and keep it on the Cloud drive.

Audit letterhead and correspondence

Section 41 (1)

(1) An association must not issue any letter, statement, invoice, notice, publication, order for goods or services or receipt in connection with its activities unless the association's name appears in legible characters on the document.

Penalty \$50

Procedure – all AGA templates, letterhead and other official documents must be changed to “Australian Go Association Inc” and all communications from officers or committee members on AGA business must comply.

Ensure financial records are prepared and published

Section 47 (1)

(1) As soon as practicable after the end of each financial year, the committee of a Tier 2 association must cause financial statements for that year to be prepared, in accordance with this section, in relation to the association's financial affairs (including its affairs as trustee of any trust).

Penalty \$200

Procedure – the Treasurer will prepare the financial statements which must be provided to the Secretary-General at least 2 weeks prior to the AGM and uploaded to the Cloud drive.

Note – The financial statements required for Tier 2 association include the following:

- *an income and expenditure statement and*
- *a balance sheet that sets out the appropriately classified individual sources of income and individual expenses incurred in the operation of the association and the assets and liabilities of the association,*
- *details of any mortgages, charges and other securities affecting any property owned by the association*
- *a separate income and expenditure statement and balance sheet for each trust for which the association is the trustee.*

Ensure there is a backup for the Treasurer

Section 48

At each annual general meeting of a Tier 2 association, the association's committee must cause the association's financial statements for the previous financial year to be submitted to the meeting.

Penalty \$200

Proposed solution – this is the Treasurer's role but there is a risk the Treasurer may fall ill, become incapacitated or not provide the report. To mitigate this risk, it would be prudent to have quarterly finance reports so if such circumstances arise the new Treasurer will not have as much work to do.

Ensure the Treasurer reports using the approved form

Section 49 (1)

A Tier 2 association must lodge with the Secretary, in accordance with this section, a summary, in the approved form, of the association's financial affairs for the previous financial year.

Penalty \$200

Procedure – this is the Treasurer's role. I believe the same solution as section 48 applies.

Audit to ensure the Treasurer complies and minutes of meetings are kept

Section 50 (1)

An association:

- (a) must keep records that correctly record and explain its financial transactions and financial position, and
- (b) must keep minutes of the proceedings of its committee meetings and general meetings.

Penalty \$200

Procedure – this is the Treasurer's role. I believe the same solution as section 48 applies.

Comply with a legal direction to Audit the association.

Section 51 (3)

Audit at the Secretary's direction

(3) An association to which such a direction is given must ensure that the direction is complied with.

Penalty \$200

Procedure – audits can also be directed by the NSW Dept Fair Trading. If such an order is given the Committee must appoint an independent auditor with the necessary access to documents and information.

Audit to ensure the correct name is used at all time.

Section 90 (1)

Any person or body (other than an association) that calls itself by a name that includes the word “Incorporated” or “Inc” is guilty of an offence.

Procedure – the AGA will only use Australian Go Association Inc once it is certified.

Penalty \$50

Audit to ensure all correspondence reaches appropriate officer

Section 101 (2)

As soon as practicable after a document addressed to an association is received by a person who is, or has at any time within the past 12 months been, the association's public officer or a committee member of the association, the person must bring the document to the attention of the committee of the association.

Penalty \$50

Procedure – the Secretary-General will ensure any correspondence is sent to all Committee members within 7 days of receipt.