

# GUIDELINES

FOR THE OPERATION OF THE

## **ANNUAL GENERAL MEETING**

OF THE

## **VICTORIAN SQUARE DANCING ASSOCIATION INCORPORATED**

As at 31<sup>st</sup> August 2005

These guidelines have been prepared by previous Convenors of Victorian Square Dancing Association Inc - Annual General Meetings.

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# VSDA Annual General Meeting Guidelines

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## 1. Time:

- a. The Annual general Meeting of the Association is normally held the third Sunday of August every Year. (*Refer to joint agreement document*)

## 2. Venue Selection:

- a. The Venue is selected by the General Committee of the Victorian square Dancing Association Inc and agreed to by all associations involved..
- b. The venue should be selected and agreed at least 6 months prior to the function.
- c. It has been the trend to rotate the AGM so that all members have an equal chance of attending. (Eg North, South, East, West)

## 3. Venue Requirements:

- a. Suitable clear dancing space for a minimum 100\* (*this may vary from year to year, but the same formula applies*) dancers – this is determined using the formula that is used by the National Conventions of 11 square metres per set i.e. a hall 20m X 8m would = 160sq metres. Using the above formula 160 divided by 11 would equal 14.5 sets or 116 dancers.  
Remember that this is clear dance space, an allowance for chairs around the side reduces the size by 2 metres.
- b. The Hall must have a raised area for the stage.(Min of 300mm)
- c. There must also be room to have enough seating to accommodate at least 30% of the dancers attending at any one time for refreshments. i.e. 100 dancers – need space to seat about 30 for refreshments in a designated area.
- d. Parking is also to be considered – Parking to be provided on the property or in close proximity.
- e. Sufficient lighting back stage so as not to cause any OH&S issues.
- f. There may be times when a compromise on some issues is required. In such cases it must be with the agreement of the VCA, RDAV and the VSDA.

## 4. Committee

- a. All members of the Sub Committee are to be financial members of the VSDA and shall consist of the following.
- b. **Convenor:** Elected by the VSDA.
- c. **Sub Committee Members:** Appointed by the Convenor
- d. **Program Team\*:**
  - i. The program team consists of no more than 2 delegates from each of the following.
  - ii. Victorian Callers Association Inc
  - iii. Round Dance Association of Victoria Inc.
- e. The Sub - Committee may appoint additional members as may be required.

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\* All members of the program team\* must be financial members of their relevant association.

## 5. Duties.

### a. Convenor Responsibilities:

- i. To call the inaugural and set dates for future meetings.
  - ii. Place Advertisements. *(If Required for Sub Committee Members)*
  - iii. Appoint members to the Sub Committee.
  - iv. Prepare and administer a "Time Line" for the function
  - v. Chair all meetings.
  - vi. Provide a copy of the "Joint Agreement" and "AGM Guidelines" to each Sub Committee Member.
  - vii. Prepare and present a written report to each meeting of the VSDA General committee.
  - viii. In association with the Treasurer and Sub Committee prepare a Budget for each AGM.
  - ix. In preparing such a budget, consideration should be given for producing a break even situation.
  - x. The budget is to be prepared and discussed prior to the entry fees being established.
  - xi. The proposed budget and entry fees must be presented to and ratified by the VSDA General Committee.
  - xii. It has been common to conduct a small raffle to offset the venue rental.
  - xiii. Usually 3 or 4 Prizes for a total of approx. \$50-\$60 .
    1. Raffle tickets are usually in lots of 3 (all same number)
    2. Arrange for a cash float with the VSDA Treasurer if required.
    3. Accounting for all funds raised and spent by the Sub Committee.
    4. No monies are to be spent without prior approval of the Sub- Committee.
    5. All claims must be submitted on the approved VSDA "Claim For Reimbursement Form".
    6. All funds collected must be banked in the name of "Victorian Square Dancing Association Inc.
    7. No funds collected are to be used for purchases.
- b Prepare with the Program Team a Joint report to the VSDA Committee.
- c Generally oversee the tasks and operations of the Sub-Committee.

## 6. Sub Committee Responsibilities:

- a. The receiving, sending and recording of all correspondence.
- b. The compilation and distribution of minutes.
- c. The Distribution and receiving of Caller Cues Registrations.

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- i. These are to be returned to the VSDA Sub Committee.
- d. The distribution and receiving of Sound Tender Documents.
  - i. These are to be returned to the VSDA Sub Committee.
- e. Documents should indicate the requirement for the recording of the Meeting.
- f. Prepare promotional material for publication in "Squares Around Victoria" and other places as deemed necessary by the Sub-Committee, this may be done in conjunction with the VSDA Publicity Officer.
- g. Liaison with the Venue Management Committee.
- h. The organising of "First Aid" personnel and provision of a suitable location in the venue.
- i. Opening, Closing and security of the Venue.
- j. Contact the "Membership Officer" for a A to K and a L to Z member listing so that members attendance at the meeting can be recorded.
- k. Liaise with the VSDA committee as to help with staffing requirements.
  - i.e Door Roster, Selling of Raffle Tickets, Set up and Cleaning of venue etc.
- l. Liaise with the Returning officer to see if any voting is required at the meeting. If so, arrange to have sufficient voting material available (Coloured paper, pencils etc).

## **7. Catering:**

- a. Supply for sufficient teas, coffees and cold drinks backstage for the Callers and Cues.
- b. Supply for sufficient teas, coffees and cold drinks from the dancers. (see Notes)

## **8. Program Team:**

- a. The evaluation of Tenders for the Provision of Sound and the recommending of suitable supplier.
- b. The preparation of the dance program taking into consideration the time allowance for the Meeting and have a programme that is flexible enough to accommodate for extra meeting time, "Raffle" and "Membership Draw" if required.
- c. The Allocation of the appropriate Callers and Cues in accordance with the relevant bodies guidelines.
- d. In association with the Convenor, Prepare a written joint report at the end of the Meeting.

## **9. Additional Committee Tasks.**

- a. Decorations are not a requirement for an AGM dance, but the committee may decide to brighten the venue a little.
- b. Such decorations, if any should be kept to a minimum as there is no provision or requirement, in the budget for them.
- c. Any biscuits or perishables that are left over from the State Convention are usually sold at the AGM. Such funds raised go as income to the AGM.

