



Circular 069:06:08

To: Club Secretaries

Cc: Club Presidents

**From: Richarda Goodwin
Support Officer – Administration**

Date: 20 June 2008

Subject: Club Annual General Meetings and Annual Reports – Guidelines

Action: Submit two (2) copies of Annual Report within two (2) weeks of holding AGM

Clubs are requested to submit two (2) copies of their Annual Reports (one for office records and one for the History Room records) for Season 2007/2008 within two (2) weeks of holding their 2008 AGMs.

To assist clubs in the generation of their Annual Reports, the following is a list of suggested contents.

- Front table of contents – date of season
- List of club office bearers for the season
- Presidents Report
- Club Financial Statements including Income and Expenditure, Balance Sheet and signed Auditors Report
- Club Captains Report
- Patrol/Life Saving Services Report
- Chief Instructors Report
- Junior Activities Report
- Cadets Report
- Under 18 Report
- Competition Report – listing team members by name, e.g. boat crews, board teams etc
- Marketing/Social Activities Report – including all club sponsors
- Club Champion Results
- Club Members in National and State Teams
- Club Members gaining State or National Awards, scholarships etc
- Club Members results in National Titles
- Club Members results in State Titles
- Awards gained by club members

- Club membership list for the Season including membership category e.g. Life Members, Nippers, Active etc

Along with the Annual Reports, Life Saving Victoria also require evidence of your Club Office Bearers. It is preferable that clubs utilise the Organisational Management area in Surfguard to add or make any changes.

Please be aware that all Club Office Bearer positions have been set up in Surfguard, but if clubs require any additional committee positions to be added or any help in using this area of Surfguard, please contact Richarda Goodwin at Life Saving Victoria on (03) 9676 6934 or email richarda.goodwin@lifesavingvictoria.com.au.

For additional detail on this Circular contact: Richarda Goodwin – Support Officer, Administration
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