

5. Sub-Branch Meetings

Meetings

The Sub-Branch will conduct its business in the following ways:

- **Annual General Meetings:** The Annual General Meeting of the Sub-Branch shall be held on the last Saturday in May. Nomination(s) for Sub-Branch Office Bearers and Committee Appointments are to be in accordance with By-Law 3: Election of Sub-Branch Board Members.
- **General Meetings:** General Meetings of the Sub-Branch shall be held on the last Saturday bi-monthly, commencing in March and excludes December and January (January gathering to be a social event to celebrate Australia Day).
- **Committee Meetings:** Committee Meetings will be convened on the middle Saturday commencing in January, then bi-monthly on the last Saturday from February and excludes April and December.
- **Sub-Branch Executive Meetings:** The Executive Officers (President, Vice Presidents, Secretary, Treasurer) may meet as often as the Sub-Branch President may deem necessary, in order to discuss issues requiring a recommendation being made to a Sub-Branch Board or General Meeting.

Order of Business

The order of business at all such meetings shall generally be conducted in the following sequence, as far as is applicable:

- a. One minutes silence should be observed, in “Memory of Fallen and Departed Comrades”, followed by the recitation of the “ODE” by the President (or whoever is standing in for the President);
- b. Undertake roll call and receipt of confirmed apologies;
- c. Reading, with a view to their confirmation, all minutes not previously confirmed;
- d. Discussion of any business arising out of minutes;
- e. Reading and dealing with correspondence;
- f. Provision of financial reports by the Treasurer;
- g. Discussion of business of which notice has been given;
- h. Coverage of business left over from previous meeting;
- i. Reports by President, Vice Presidents; Secretary, Membership Officer, Quartermaster, Advocate and any other Board Members wishing to raise an issue;
- j. Consideration of Notices of motion for next meeting if any;
- k. Discussion of other items on the Agenda;
- l. Discussion of general business; and
- m. Confirm time and date of next meeting.

Sub-Branch Board

The Board as you are aware means you get to do all sorts of work often with little or no

recognition, but you joined as a volunteer not for the personal accolades but for your way of helping others and making the organisation better than when you arrived. As a Board Member, you will be offered every opportunity to have your say around the table so please ensure if you want to express a point of view, even if it may be contrary to others, please feel empowered to speak up. No one's opinion is worth more than anyone else.

The Board is charged by the members to exercise due diligence and accountability in all we do. Don't be surprised if you are challenged to ensure we have looked at all areas before a decision is made. We need to be capable of justifying why we did or didn't do something or why/where we spent funds.

The information and discussions had in committee, be it on email or around the table, are Board discussions and therefore regarded as confidential. Outside the Board Room we are a team regardless of how we feel individually. This is no different to any other team where at times our vote is against, but the greater decision is for, so we accept the decision and support the team as we had all the opportunity to speak and vote:

Remember personal opinions are exactly that and all are entitled to them, so please respect each other and speak to each other openly and honestly and not out of school.