Circular **064:05:10**

To: Club Presidents

Cc: Club Secretaries Club Treasurers

From: Toby Borella – Support Officer, Club Services

Date: 20 May 2010

Subject: **Club Annual General Meeting and Annual Reports**

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

For additional details on this Circular please contact:
Toby Borella or Carly McKnight on 03 9676 6930 or email lifesavingoperations@lifesavingvictoria.com.au
Circulars are available at www.lifesavingvictoria.com.au/circulars

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Clubs are required to submit two (2) physical copies of their Annual Reports and one (1) electronic copy to Life Saving Victoria for the 2009-10 season within two (2) weeks of holding their AGMs.

Submission of these Annual Reports are also included as part of the annual criteria for Department of Justice Administrative Grants. Copies may be forwarded either in hard copy or by email to the email address detailed below.

To assist clubs in the generation of their Annual Reports, the following is a list of contents that should be included:

- 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.

Clubs should also ensure that the Organisational Management area in SurfGuard is kept up-to-date with any additions or changes to their club details and/or office bearers.

Please be aware that all Club Office Bearer positions have been set up in SurfGuard. If clubs require any additional committee positions to be added or any help in using this area of SurfGuard then please contact Toby Borella or Carly McKnight on 03 9676 6930 or email lifesavingoperations@lifesavingvictoria.com.au.