



Information

Women in Farming Inc AGM

&

Branch AGM

March 2023

*Enhancing Agricultural Businesses - Sharing
Knowledge*

Women in Farming Inc AGM

Information for branches

The AGM of the organisation is generally held late March/early April. All financial members are welcome to attend the AGM of the organisation which is held online. To be a financial member, the membership fee for the current year must be paid. The AGM Agenda is circulated prior to the meeting as well as information on how to join the online meeting. As a branch, members need to decide how branch delegates will vote on all the motions being presented the AGM – delegates are representing their branch not themselves.

Members can log in as individuals to attend the meeting. Some branches hold a general branch meeting the same day as the AGM and then using one computer, log on to the Women in Farming Inc AGM. Computer, tablet or mobile can be used to join the meeting.

Voting at the AGM - each branch can nominate up to two delegates to vote or one person can have the two votes if they are the only member from a branch attending. Delegates must be current financial members. Any member attending the meeting may speak during the AGM on any agenda item but is not eligible to vote.

Branch secretaries – need to forward the name of the branch voting delegate/s prior to the meeting, to the Women in Farming Inc secretary - secretary@womeninfarming.org.au Those attending the meeting as an individual i.e. not a delegate, can also send their name and branch to the secretary beforehand so details can be noted for the minutes.

All positions are declared vacant at the AGM. Members are encouraged to consider joining the board and if interested, need to nominate prior to the AGM for a board position. Contact the Executive Officer if you would like details of what is involved in being a board member or to talk about board positions. The first commitment to consider is the ability to attend monthly (Feb to November) online board meetings at 7.30 pm on the third Tuesday of each month. They run for between 1½ - 2 hrs.

Women in Farming is managed by a board consisting of:

- (i) President
- (ii) Vice President
- (iii) Secretary
- (iv) Treasurer

plus, a general committee of no less than three up to a maximum of five members. The Immediate Past President is an ex-officio member of the board i.e. the person holding the position of Immediate Past President is automatically a member of the board due to being in that position.

Members can nominate themselves for any board position or have another member nominate and second their nomination. A nomination form is available from the Executive Officer. Be sure to complete the entire form.

Branches are required to send copies of their AGM minutes and their financial report as presented at their branch AGM, to the board prior to the AGM of the organisation. If it can be managed, a short update (couple of paragraphs) on how things are going for the branch is also welcomed.

Branch AGM

Branches are required to hold an AGM each year. It is up to the branch to choose when this will take place but many branches find it best to hold them in March – at the start of the new membership year. Online branch AGM meetings are acceptable.

Quorum for a branch AGM is the number of members as decided by the branch and depends on the overall branch membership number. The quorums noted in the Women in Farming Inc constitution apply to the board and its general meetings and AGM so the Women in Farming Inc AGM - not a branch meeting or AGM. Do not set your quorum so high so that you are consistently unable to get enough members present to hold the AGM. Do however make it representative of your branch numbers i.e. two members would not be considered ideal as a quorum. General meeting attendance numbers will give you an idea of the quorum. As a guide, it may be half of your usual attendance number plus one more, will constitute the AGM quorum.

Elections need to be held for whatever executive positions your branch operates with. President/Secretary/Treasurer are the usual positions. You may have a combined secretary/treasurer position.

A **financial report** must be presented by the treasurer to branch members at the AGM. There is no requirement for the report to be audited. Following the AGM, the branch treasurer needs to send a copy of that report to the Women in Farming Treasurer - treasurer@womeninfarming.org.au It is acceptable for the secretary to send the report in the AGM minutes.

A **membership fee** for Women in Farming is made up of two components – the Women in Farming Inc portion and the branch fee. The Women in Farming Inc component of the membership fee is set a year in advance at its AGM.

Branches are encouraged to set the branch component of the membership fee in advance. This means at this year's AGM, members would decide on the next year fee and so be ready for the new membership year on 1st March next year. There is then no waiting for a branch

AGM to know the branch fee for the current year if you hold your AGM after 1st March which is when the new membership year starts and fees become payable.

If the branch membership fee for this current year was not set at the last branch AGM, you must ensure you do this at this year's meeting. A motion is put at the meeting suggesting a fee and voted on by all branch members attending the meeting. As a follow up, please advise the Women in Farming Inc Treasurer of the fee amount if it is changing from the last year fee. This information is needed to adjust the fee on the website to avoid the branch treasurer having to chase up extra money from members.

Changes to executive positions following the branch AGM need to be emailed to the Executive Officer so contact lists can be updated.

Branch secretaries are encouraged to consistently send all branch general meeting minutes to the Executive Officer eo@womeninfarming.org.au and the Women in Farming President president@womeninfarming.org.au. This allows us to not only obtain a feel for what branches are involved/interested in but also provides us with general information for use in our monthly radio segment updates, to promote the organisation.