

18 February 2021

Dear Lifecycle member,

The Lifecycle Cycling Club is inviting you, and all members, to attend the club's Annual General Meeting (AGM). The AGM will be:

- 🚲 on Saturday **March 13**
- 🚲 commence at **3pm** (arrive prior: attendance recording required)
- 🚲 **Newstead Brewery Milton**

The club will endeavour to hold the AGM in person but may need to pivot to an online location if any greater COVID-19 restrictions eventuate. The agenda for this year's AGM is included as an attachment to this letter (below):

2020 was a challenging year for the club and we hope that 2021 evolves to be a much better year with less disruptions. This year will mark the 20<sup>th</sup> anniversary of our major race, the Lifecycle Classic.

As you know 'teamwork makes the dream work' and the club needs members to volunteer at races and to also take on committee positions or other special positions. The new (non-committee) positions are detailed after the draft agenda below.

At the end of each club AGM, all management committee positions automatically become vacant and if you're interested in joining the committee, please enquire earlier rather than later as there are nomination and notification requirements, as per the Incorporated Association Act (1981) and the club constitution. The committee has already received expressions of interest.

Nominations must be signed by the nominee, the proposer and the seconder, and submitted to the secretary by February 28. All three parties must be valid and financial members of the club at the time of Nomination and the AGM.

We hope as many club members as possible can attend and members should know that the club will be providing some snacks and refreshments for members after the meeting.

**Please reply to [secretary@lifecycle.org.au](mailto:secretary@lifecycle.org.au) to notify your intention to attend the AGM** and or to enquire more about helping your club out. Note: The club's constitution makes no provision for attending the AGM via proxy.

Regards,

*Chevonne Arrowsmith*

Chevonne Arrowsmith  
President

*Lachlan Gray*

Lachlan Gray  
Secretary

*Lifecycle Cycling Club Inc.*  
<https://lifecyclecyclingclub.wordpress.com/>

2021 LCC AGM Agenda			
1.	Open and welcome		Chevonne Arrowsmith (President)
2.	Attendance and voting rights	Roll call and eligibility to vote	Lachlan Gray (Secretary)
3.	Previous minutes acceptance (2020)	Vote to accept last year's minutes as a true record	Lachlan Gray (Secretary)
4.	Presidents Report	Vote to accept the President's report	Lachlan Gray (Secretary)
5.	Treasurers Report	Vote to accept the Treasurer's report	Andrew Carroll (Treasurer)
6.	Auditors Statements	Audited statements be accepted and appointing an auditor for the present financial year. (vote of acceptance)	Andrew Carroll (Treasurer)
7.	Management Committee Election	Committee positions (7) declared vacant and new committee positions voted on	Lachlan Gray (Secretary)
8.	Club bank account signatories	Communication to members of authorised new (and current) Club bank account signatories	Andrew Carroll (Treasurer)
9.	Other business	Ideally provided to the club secretary prior	Lachlan Gray (Secretary)
10.	Meeting close		Chevonne Arrowsmith (President)

## Committee Positions

The Management Committee must consist of:

- President;
- Vice President;
- Secretary;
- Treasurer; and
- No more than three (3) members of the club

A total maximum of 7 management committee members.

## Other Roles

The club is also looking for expressions of interest for these roles:

- Social events coordinator
- Social media advertising
- Race day coordinator
- Ride leaders
- Volunteers coordinators
- Web designers

These roles can be shared in some circumstances.