



## NOTICE OF ANNUAL GENERAL MEETING

All members of the association are advised that an annual general meeting of members of Tropical Writers Inc (TWI) will take place as follows:

**Time:** 1.30 pm

**Date:** 27 September 2025

**Place:** Endeavour Foundation, 37 Hoare Street, Manunda

### Purpose of the meeting

This meeting has been called to present and adopt the 2025 financial statements, and to confirm the composition of the management committee.

### Agenda

Item	Description
1	Welcome, attendees and apologies:  1.1 Confirm the chair for the meeting 1.2 Attendees 1.3 Apologies 1.4 Quorum
2	Proxy appointments*
3	Receipt of Tropical Writers Inc financial statement, and signed statement, for the 2025 financial year: Financial Statements as at 30 June 2025  - Remuneration disclosure
4	Presentation of the financial statement and signed financial statement for adoption: Financial Statements as at 30 June 2025  <b>Resolution</b>  The following resolution will be proposed at the meeting: <ul style="list-style-type: none"><li>The members resolve that the signed Financial Statements as at 30 June 2025 be adopted.</li></ul>

5	<p><b>Nominations to Management Committee:</b></p> <p>Seven (7) positions (President, Secretary, Treasurer, four (4) ordinary members)</p> <p><b>Resolution</b></p> <p>The following resolution will be proposed at the meeting:</p> <ul style="list-style-type: none"> <li>• That the persons nominated be voted on and elected as members of the Management Committee.</li> </ul>
6	Close

Regards,

*Alison Hooker*

Secretary

#### Attachments

- Explanatory Memorandum (notes to agenda)
- Proxy form
- Committee member nomination form

#### \* Notes

- A member entitled to attend and vote at the General Meeting may appoint a Proxy to attend and vote in his/her place. The proxy form, duly signed, must be delivered to the Secretary (post or on [secretary@tropicalwriters.com.au](mailto:secretary@tropicalwriters.com.au) no later than 48 hours before the time fixed for the meeting (i.e. by 1.30 pm on Thursday 25 September 2025).
- Nominations to Management Committee forms must be received by 1.30 pm on Saturday 13 September 2025. Email your nominations to [secretary@tropicalwriters.com.au](mailto:secretary@tropicalwriters.com.au)

## EXPLANATORY MEMORANDUM

### *Notes to the proposed agenda*

#### **Item 3: Financial reporting - New requirements**

From 1 July 2024, all incorporated associations must disclose remuneration and other benefits at their annual general meeting. This applies to benefits and remuneration given to management committee members, senior staff and their relatives.

*TWI management committee takes this opportunity to declare that no remuneration or any other benefits were given to any of the management committee members.*

TWI doesn't have any employees.

#### **Item 5: Nominations to Management Committee**

TWI welcomes nominations from members willing to donate their expertise and time to the running and administration of TWI and the planning, organisation, and administration of the TWI member meetings and its events. The committee meets once a month, at a selected venue.

Under the TWI Model Rules, at every AGM, the Management Committee are required to retire. Nominations are sought from the TWI membership for the vacancies that are created.

Interested members who are in position to contribute their time to monthly meetings and various other activities in support of the work and mission of TWI for at least one year term are welcome to nominate. Nominations forms must be received by 1.30 pm on Saturday 13 September 2025. Please note retiring Management Committee members can nominate for re-election.

#### **Nomination Process and Requirements**

1. Complete the nomination form on the last page of this document.
2. Hand your nomination to any current committee member or email it to Alison Hooker at [secretary@tropicalwriters.com.au](mailto:secretary@tropicalwriters.com.au).

#### **TWI Voluntary Management Committee**

TWI's Management Committee plays a vital role as its governing body in providing a support network for writers and storytellers in Far North Queensland. All roles on the committee are voluntary.

The **President** of the Management Committee supports TWI in meeting its purpose by providing leadership and direction, and is responsible for ensuring that the committee fulfills its responsibilities for the governance and success of the organisation. The President chairs the Management Committee meetings and general meetings.

The **Secretary** supports the President and the committee in carrying out their duties and responsibilities. The Secretary's main duties include, but are not limited to, calling meetings of the association, preparing notices of meetings, keeping minutes of each meeting, keeping copies of all correspondence and other documents relating to the association and maintaining a register of members of the association.

The **Treasurer** is responsible for the financial affairs of the association. The treasurer keeps and maintains the association's asset register, membership fee and attendance fees, petty cash balance and payment and receipt documentation, including banking. The Treasurer is also responsible for ensuring a financial statement for the association's last reportable financial year is prepared.

The main role of an **Ordinary Member** includes contributing to the organisation of the group, ensuring the association is managed to a high standard of corporate governance and facilitate fair and well-informed decision making.

### **Required Time Commitment**

- Up to 5 hours per month to prepare for and attend monthly management committee meetings
- Up to 5 hours per month to support the management committee and business, business network development and member meetings
- The roles of the president, secretary and treasurer may require a greater time commitment than that noted above and role specific skills are welcome though not necessary
- Attendance at TWI events, and other industry events on behalf of TWI
- Attendance at the Annual General Meeting (mandatory)
- Other tasks as required to ensure a successful and effective running of the association

To gain a better understanding of these responsibilities and detailed role descriptions, refer our current Model Rules, which can be found on our website at <https://www.tropicalwriters.com.au/about-us/governance/> or email Lenka Wagner on [president@tropicalwriters.com.au](mailto:president@tropicalwriters.com.au)

## PROXY TO VOTE

**Tropical Writers Inc:**

I, ..... of ..... being  
a member of the association, appoint .....

as my proxy to vote for me on my behalf at the annual general meeting of the association, to be held on the twenty seventh (27) day of September 2025 and at any adjournment of the meeting.

Signed this ..... day of ..... 2025

Signature .....

This form is to be used \*in favour of/\*against [*strike out whichever is not wanted*] the following resolutions—  
(unless otherwise instructed, the proxy may vote as he/she thinks fit).

	Resolutions	Vote
1.	To adopt the signed Financial Statements as at 30 June 2025	In favour of/against
3.	To elect the nominated persons as members of the Management Committee	In favour of/against

### Notes

- (a) The instrument appointing a proxy shall be deposited with the Secretary prior to commencement of any meeting or adjourned meeting at which the person named in the instrument proposed to vote; and
- (b) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and General Meeting to be stored and to be open for inspection at all reasonable times by any member who applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee shall be signed by the Chair of that meeting or the Chair of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding General Meeting.

## 2026 MANAGEMENT COMMITTEE Nomination Form

### Who is eligible?

Only TWI members whose name is recorded on the TWI register as a current financial member as at 13 September 2025 are eligible to make nominations, to be nominated or to vote.

Please ensure Proposer, Secunder and Nominee fill in the form and sign their sections. When indicating the nominated position, please ensure you complete the correct area.

<b>Nominating for the position of:</b> By signing, you accept the nomination for this position.		
<b>President / Secretary / Treasurer / Ordinary member</b>  <i>(circle the position for nomination as required)</i>	Nominee's Name:  Signature: _____ Date: _____	
Proposer's Name:    	Signature: _____   Date: _____	
Secunder's Name:    	Signature: _____   Date: _____	

### Notes

- (a) To be accepted, nomination forms must be received by 1.30 pm on Saturday 13 September 2025. **Email:** [secretary@tropicalwriters.com.au](mailto:secretary@tropicalwriters.com.au) **Post:** PO Box 7772, Cairns, QLD 4870.