

**Australasian Institute of Dangerous Goods Consultants  
2016 Annual General Meeting  
Friday 12<sup>th</sup> August 2016 – Ryde Eastwood Leagues Club**

**AGENDA**

<b>Registration, coffee</b>	<b>1:00 to 1:30pm</b>
Steve Sylvester – “Flash Bang Whallop”	1:30 to 2:30pm
Networking, afternoon tea	2:30 to 3:00pm
<b>AGM – Agenda follows</b>	<b>3:00 to 3:30pm</b>

1. Registration, Welcome and Apologies
2. Minutes of Previous AGM to be proposed and seconded
3. Correspondence
4. Annual Reports  
    President – Scott Young  
    Acting Secretary/Treasurer – Chris. Flannery
5. Adoption of the Accounts and Balance sheet
6. Nomination of Returning Officer
7. Election of Officers (check Proxies)  
    President  
    Vice Presidents (2)  
    Secretary/Treasurer (1)  
    Board members (3)
8. Appointment of Floor Members to Sub-committees

**Finance Sub Committee** - To assist the secretary/treasurer in preparation of the budget and development of forward financial plans to sustain the future activities of the institute, to co-ordinate auditing of accounts.

**Technical Sub Committee** - To co-ordinate the review and respond to draft Australian Standards, and draft regulation, to liaise with WorkCover on technical matters, to arrange and administer the ongoing Technical Improvement Program and occasional seminars, to coordinate technical content for the web site, and to oversee production of technical information for the Institute, and to provide technical support to the Examination Sub-Committee.

**Competency Assessment Sub Committee**- To develop training and examination appropriate to risk assessment and performance based regulation.

**Marketing Sub Committee** - To develop and oversee the implementation of the Institutes Marketing Plan, including member communications/newsletter.

**Queensland Sub-Committee** –To coordinate the start up of the Queensland chapter of the Institute

**Victorian Sub-Committee** - To coordinate the start up of the Victorian chapter of the Institute.

**Conference Sub-Committee** - To plan and manage the annual AIDGC conference

9. General Business & Close meeting 4pm

Welcome 2016 Board Members Drinks at the Bar 4pm onwards