

**Australasian Institute of Dangerous Goods Consultants
2018 Annual General Meeting
Friday 23 August 2018 – Ryde Eastwood Leagues Club**

AGENDA

Registration and afternoon tea
AGM – Agenda follows

1:30 to 2:00 pm
2:00 to 3:30 pm

1. Registration, Welcome and Apologies
2. Minutes of Previous AGM to be proposed and seconded
3. Correspondence
4. Annual Reports
 President
 Secretary/Treasurer
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. Motions
 Adoption of the membership grade of Fellow
 Changes to the use of AIDGC logo

10. General Business & Close meeting 3:30pm

Welcome 2018 / 2019 Board Members Drinks at the Bar 3:30pm onwards