

TO: **Region & Centre Secretaries**  
FROM: **Anthony McIntosh – CEO**  
DATE: **Wednesday, 30 March 2022**  
SUBJECT: **AGM Reminders season 2021-2022**

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With the near conclusion of the Track & Field season, many Centres will be conducting their AGMs for the 21/22 season (some will have already held theirs), here's a reminder of important tasks that should be considered/completed for an AGM to be conducted correctly.

Where applicable, links have also been provided to assist you in the process.

#### **In the lead up to AGM**

- Provide the required notice (based on your model rules / constitution) to your members regarding your AGM date (if you require assistance in emailing your members, please contact the office for assistance, note: your constitution or model rules should specify the timeframe required).
- Download & complete the **financial compliance well-being declaration** - signed by the 21/22 Secretary, President and Treasurer. A copy should accompany your finance report and audit report to be presented at the AGM.
- Complete your financial audit / review for tabling at the AGM. This is a regulation requirement. (**Regulation 9: 2.9**)

#### **Consumer Affairs Victoria:**

- **Submit an annual return** by logging into myCAV (*login details / reminder passwords should be aligned to your Centre Secretary's email*).
- If the Centre Secretary has changed, **Consumer Affairs Victoria is required to be notified** within 14 days of your AGM.
- If there has been a change to your Constitution / Model rules, these will be required to be **lodged with Consumer Affairs Vic** within 28 days.

#### **Little Athletics Victoria**

If the Centre Secretary has changed, please email the following contact details of the new Secretary from the Centre email address: full name / contact number / personal email. Send this email to **office@lavic.com.au**.

LAVic can then contact your new Centre Secretary directly to advise them on the updated password for your Centre email.

\* By notifying us as soon as possible assists in securing your Centre Mailbox & member database.



Little  
Athletics  
Victoria

If your AGM has already taken place, and you would like to send affiliation documents through, please send through to our office ([office@lavic.com.au](mailto:office@lavic.com.au)) an electronic version of your:

- AGM minutes
- Financial and audit reports
- Financial compliance well-being declaration (signed)

Alternately you are welcome to wait for these items to be requested as part of the Affiliation process for the new season.

The LAVic Team