

Saint Panteleimon Russian Orthodox Church, West Gosford

2013 Annual General Meeting

Why have an Annual General Meeting?

Every year, parishes of the Russian Orthodox Church outside Russia are obliged by the Normal Parish By-Laws to hold an Annual General Meeting (AGM) of parish members.

When will the 2013 AGM be held?

The 2013 AGM of the parish will be held on **Sunday 15 September 2013** at **12:00pm** in the parish hall at 4/7 Comserv Close, West Gosford.

Preparing for the AGM

An AGM is lawfully convened if the meeting is announced in church on three successive Sundays and if parish members receive notice of the meeting and the agenda at least 3 weeks before the meeting.

Announcements will be made in church on the following Sundays: **18 August**, **1 September**, and **15 September 2013**. The meeting agenda is on the reverse of this notice.

Attendance at the AGM

For decisions at an AGM to be valid, two-thirds of financial members must be present. If less than two-thirds of members are present, the meeting must be postponed for an hour, and may then start with whoever is present. So as not to delay proceedings and inconvenience others, it is therefore important that all financial members either attend the meeting or give their apologies in advance.

Parish Annual Report

As in previous years, the Parish Council will compile financial and other reports into a parish 'Annual Report'. The Annual Report will be distributed to financial parish members by post at least one week before the AGM, and tabled at the meeting.

Nominations for Parish Council

Any parish member who has been a member for six months or more can be nominated, or nominate another member, to serve on the Parish Council. The role of the Parish Council encompasses financial management and planning, asset management, governance, and the adornment of the church. Parish Council members should have the time, skills and energy to devote to their duties, and the Parish Council as a whole should have a diversity of

experience and perspective. All seven regular positions on the Parish Council will be open for election at the AGM.

Nomination forms

A form that is to be used when nominating parish members to a position on the Council is available from the candle-desk in church. There is no limit to the number of nominations that each member may submit. It is asked, however, that each nomination be seconded by another member and endorsed by the nominee.

Completed nomination forms should be given to the Rector no later than **Sunday 1 September 2013**. This will allow the Parish Council adequate time, if required, to prepare ballot papers.

Although permissible, nominations at the meeting are discouraged. This is because nominees for Parish Council need adequate time to carefully consider their candidacy.

National Criminal History Checks

As of January 2011 it has been Diocesan policy that all parish officials undergo the National Criminal History Check (NCHC) before the Diocesan Bishop confirms their appointment. The NCHC helps ensure that all persons holding positions of responsibility in church life are suitable to do so. Any person unwilling to undergo the NCHC should not accept nomination to the Parish Council.

Elections

Should an election be necessary for any position, this may be by a show of hands or by secret ballot. If anyone wishes for an election to be by secret ballot, they should indicate this on the nomination form in the space provided.

Minutes of the 2012 AGM

A copy of the minutes of the 2012 AGM will be circulated with the 2013 Annual Report. These will be tabled at the forthcoming meeting.

Additional information

If you have any questions, please do not hesitate to speak with the Rector, Father James Carles, or another member of the Parish Council.

Notice of Annual General Meeting

Members of Saint Panteleimon Russian Orthodox Church, West Gosford, are advised that an Annual General Meeting of the parish will be held on Sunday 15 September 2013 at 12:00 pm in the parish hall at 4/7 Comserv Close, West Gosford.

Agenda

Procedural items

1. Prayer, opening remarks
2. Election of AGM vice-president and minutes secretary
3. Adoption of agenda
4. Tabling and acceptance of previous minutes

Receipt of parish Annual Report

5. To consider the Annual Report and, if thought fit, to pass the following resolution:
"That the 2013 Annual Report of Saint Panteleimon Russian Orthodox Church, West Gosford, be accepted".

Elections

6. To elect, if necessary
 - Up to 7 members of the Parish Council

Other Business

7. 2004-2014: Celebrating 10 years of parish life in West Gosford

Conclusion

8. Appointment of editing committee for minutes, closing remarks, prayer



russian orthodox
church of
saint panteleimon
gosford

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