



AUSTRALIAN MILITARY MEDICINE ASSOCIATION

PROCEDURAL INSTRUCTION

PI 4 – ANNUAL GENERAL MEETING, ANNUAL REPORT AND OTHER REPORTING MECHANISMS

This **Procedural Instruction** adopted by

the Council of the **Australian Military Medicine Association**

at a meeting held

on the seventeenth day of October 2003

Secretary

President

Amended at a meeting of Council on 22 January 2009

INTRODUCTION

The Constitution of the Australian Military Medicine Association (“the Association”) requires that the Association Council report the activities of the Association, including its financial management and viability, to the members on a regular basis.

The formal means of reporting required by the Constitution is through an Annual General Meeting, at which time the audited financial statement and accounts must be presented.

Council has also determined that an Annual Report is to be produced to further inform members of the state of the Association.

Other means of reporting on the activities of the Association will be determined by Council from time-to-time, and will include the Association’s Journal and Web-Site.

PRINCIPLES

The Association will conduct an Annual General Meeting each year, to be held during the Association’s Annual Scientific Conference.

The Association will publish an Annual Report each year, to be published in the October Edition of the Journal. The reporting cycle will be from 01 October to 30 September.

The Association will use other means of reporting its activities to the membership as determined from time-to-time by Council.

IMPLEMENTATION

Annual General Meeting

The Annual General Meeting (“AGM”) will be conducted on the Saturday afternoon of the Annual Scientific Conference, or at such other time during the Annual Scientific Conference as Council may from time-to-time determine.

Notice of the AGM will be provided in writing to members at least 42 days prior to the Meeting, as required by the Association Constitution. This notice will be included in:

- a. the June Edition of the Journal;
- b. in a separate mail-out not less than six weeks prior to the AGM (first week in September when the AGM is to be held in conjunction with an October Conference).

The AGM will be conducted in accordance with the Constitution and will include the following:

- a. President’s Report;
- b. Secretary’s Report, including membership update;
- c. Treasurer’s Report, including financial report and presentation of audited financial statements;
- d. Journal Editor’s Report;
- e. Determination of Association Fees;
- f. Business on Notice; and
- g. Other Business.

The Annual report will be presented at the AGM.

Annual Report

The Annual Report will be completed for the 12-month period to the end of 30 September, in each year. It will be published as a discrete enclosure in the October Edition of the Journal.

Deleted: by the end of August

The Annual Report will include the following:

- a. President’s Report;

- b. Treasurer's Report;
- c. Secretary's Report;
- d. Journal Editor's Report;
- e. Conference Report;
- f. Association Awards, Prizes and Grants;
- g. Membership Update;
- h. Financial Statements; and
- i. Auditor's Report.

Deleted: Secretariat

The Annual Report will also be published on the Association's Web-Site, www.amma.asn.com.au.

Association Web-Site

The Association will maintain a Web-Site at www.amma.asn.com.au.

The Web-Site will include the following items:

- a. Association Constitution;
- b. Association Policy Documents; and
- c. other items as determined from time to time.