



2016 – 2017 Schedule and Checklist for Secretaries of Affiliated Clubs

Please file this document with your minutes and refer to it to check every month if forms have been received or need to be sent.
If forms are not received by the date to comply with these deadlines contact 02 6251 5779 or correspondence@gardenclubs.org.au.

WHAT WILL HAPPEN	You should receive On or By this date	GCA Form No.	What you should do	On or By this date	Checked/Date	
Reaffiliation Tax Invoice Form will arrive	By end October 2016	1	Only if your club's financial BSB or Account details have changed in the past 12 months: Fill in and return the tear-off section.	By 8 December 2016		__/__/__
Membership Number Form [individuals you want covered by insurance] will arrive	By end October 2016	2	Certify Club's total number of members. (Your Insurance invoice will be based on this number)	By 8 December 2016		__/__/__
Magazine Subscription Tax Invoice will arrive	By end October 2016	3	ONLY IF you want to change the number of journals you receive: Fill in and return the tear-off section	By 20 December 2016		__/__/__
Postal Address & Registration Information Form will arrive	By end October 2016	4	ALL CLUBS: Fill in and return the whole form to confirm contact details	After Club's AGM (or earlier if details change before that)		__/__/__
Our Gardens Magazine Autumn Issue			DEADLINE: For all articles, club news and diary dates.	12 November 2016		
Magazine Subscription Will be direct debited			Details are due to be provided to the Subscription Officer by 20 December 2016	Direct Debit on 17 January 2017		
Affiliation Subscription Will be direct debited			Details are due to be provided to the Treasurer by 8 December 2017	Direct Debit on 14 January 2017		
Our Gardens Magazine Winter Issue			DEADLINE: For all articles, club news and diary dates.	1 March 2017		

WHAT WILL HAPPEN	You should receive On or By this date	GCA Form No.	What you should do	On or By this date	Checked/Date
Insurance Renewal Insurance Notice will arrive	During February/March 2017		Details were due to be provided to the Membership Secretary by 7 December, 2016	Direct Debit on 30 April 2017	
<i>Our Gardens Magazine</i> Spring Issue			DEADLINE: For all articles, club news and diary dates.	1 June 2017	
<i>Our Gardens Magazine</i> Summer Issue			DEADLINE: For all articles, club news and diary dates.	1 September 2017	
AGM Notice	By end of July 2017		See Below		
CONVENTION 2021 Bid			Submission must reach Secretary	By end of June 2018	
GCA Awards and Nomination Guidelines – forms will arrive	By end of March 2017		Discuss Nominations for Awards at Club meeting	Awards nominations due to GCA by 10 July 2017	
Notices of Motion Forward all motions for AGM to Secretary	These must be signed by the President and Secretary of the affiliate and forwarded by 31 May so that they can be distributed to all affiliates with the Delegate/Proxy Voting papers which go out in early June.			By 31 May 2017	
New Nominations For Committee. Forward all nominations to Secretary	The Committee meets in Sydney approximately six times each year. Any financial affiliate may nominate one member of its club in writing. The nomination must be signed by two affiliate office bearers and the nominee. Affiliates will be advised if voting is required for committee.			By 15 July 2017	
Delegate Nomination Form. Any Club that wishes to vote at the AGM, must return nomination form to Secretary	By end of June 2017	Delegates may record a postal vote if unable to attend and affiliates may nominate another member of an affiliate as proxy by notice returned to the Secretary.		Delegate nomination form by 15 July 2017	
Schedule and Checklist for 2017/18	By end of August 2017	If forms are not received by this date, contact the Secretary at secretary@gardenclubs.org.au			