



## 2019 – 2020 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 0412 638 373 or [Secretary@gardenclubs.org.au](mailto:Secretary@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 September 2019	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 to the Treasurer.	By 20 December 2019	___/___/___
Membership Number Form [individuals you want covered by insurance] will arrive	By end September 2019	2	Certify Club's total number of members. (Your Insurance invoice will be based on this number)	By 20 December 2019	___/___/___
Magazine Subscription Tax Invoice will arrive	By end September 2019	3	ONLY IF you want to change the number of magazines you receive: Fill in and return the tear-off section	By 30 November 2019	___/___/___
Postal Address & Registration Information Form will arrive	By end September 2019	4	<b>ALL CLUBS:</b> Fill in and return the whole form to confirm contact details	After Club's AGM (or when details change)	___/___/___
<i>Our Gardens Magazine</i> Autumn Issue			DEADLINE: For all articles, club news and diary dates.	12 November 2019	
Magazine Subscription Will be direct debited			Details are due to be provided to the Subscription Officer by 30 November 2019	Direct Debit on or about 17 January 2020	
Reaffiliation Subscription Will be direct debited			Details are due to be provided to the Treasurer by 31 December 2019	Direct Debit on or about 14 January 2020	
<i>Our Gardens Magazine</i> Winter Issue			DEADLINE: For all articles, club news and diary dates.	1 March 2018	

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
<b>Insurance Renewal</b> Insurance Notice will arrive	During February/March 2020		Details were due to be provided to the Membership Secretary by December, 2019	20 Direct Debit on or about 20 April 2020	
<b>Insurance Certificate of Currency</b> will be issued	By early May, 2020		Certificates will be issued once direct debit has been cleared.		
<b>Our Gardens Magazine</b> Spring Issue			DEADLINE: For all articles, club news and diary dates.	1 June 2020	
<b>Our Gardens Magazine</b> Summer Issue			DEADLINE: For all articles, club news and diary dates.	1 September 2020	
<b>AGM Notice</b>	By end of July 2020		See Below		
<b>GCA Awards and Nomination Guidelines</b> – forms will arrive	By end of March 2020		Discuss Nominations for Awards at Club meeting	Awards nominations due to GCA by 10 July 2020	
<b>Notices of Motion</b> Forward all motions for AGM to Secretary	These must be signed by the President and Secretary of the affiliate and forwarded by 31 May 2020 so that they can be distributed to all affiliates with the Delegate/Proxy Voting papers which go out in early June.			By 31 May 2020	
<b>New Nominations For Committee.</b> 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 2020	
<b>Delegate Nomination Form.</b> Any Club that wishes to vote at the AGM, must return nomination form to Secretary	As advised by the Secretary prior to AGM	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.		Proxy notice to Secretary 7 days prior to AGM	
<b>Schedule and Checklist for 2020/2021</b>	By end of August 2020	If forms are not received by this date, contact the Secretary at <a href="mailto:secretary@gardenclubs.org.au">secretary@gardenclubs.org.au</a>			