



# **A guide for new Holstein Australia office holders**

## **From the President**

Congratulations on being voted in as an office-bearer in your state branch or local sub-branch. This document is intended to ease your way into the role of either President, Secretary or Treasurer.

The following guide takes you through the roles and responsibilities of senior office-holders; the rules of debate required when conducting more formal meetings to allow proper procedure to occur, as well as suggestions on how to structure a meeting to make sure all items on the agenda are addressed.

There are also examples of financial summaries and operating budgets for both state and sub-branches.

I'm sure this document will be a great assistance to those members who are taking up the position of office-holder for the first time and I hope it will help members who are currently serving the Association in some capacity.

Finally, I would urge new office bearers to make use of the experience and knowledge of members who have previously held committee positions at any level in the Association as they are an invaluable source as is the staff at the Holstein office.

All the best.

**Adrian Dee  
Federal President  
Holstein Australia**

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## *In brief*

A Holstein Australia sub-branch will at a minimum have a President, Secretary and Treasurer, though sometimes the latter two roles are merged into a single Secretary/Treasurer position.

Some sub-branches with larger memberships and good meeting attendances also have a Vice President and perhaps a Publicity Officer.

State branches, on the other hand, have more personnel. However, we will concern ourselves in this handbook with just the roles of the President, Secretary and Treasurer because these are the core roles of any organisation.

The **President** chairs all meetings and is responsible for the overall running of the sub-branch. He or she organises the meeting agendas with the Secretary and is generally the public face of the sub-branch.

The **Secretary** handles all correspondence, files reports, takes minutes at the meetings, notifies members of forthcoming meetings and organises the on-farm challenge for the sub-branch every year as well as social events, field days and farm walks. They must keep a register of all the sub-branch members' contact details as well as those of sub-branch life members and sponsors.

The **Treasurer** deals with the financial side of the society, pays all bills, receives all monies, gives monthly financial reports to the sub-branch, prepares a budget, reconciles the accounts and presents an annual report.



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## SOME USEFUL CONTACTS

**Matthew Shaffer,**  
**Holstein Australia CEO.**  
**03-9835 7600**  
[mshaffer@holstein.com.au](mailto:mshaffer@holstein.com.au)

**Anushan Jayaratne,**  
**Corporate Accountant.**  
**03-9835 7603**  
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**David Jupp,**  
**Chief Operating Officer.**  
**03-9835 7621**  
[djupp@holstein.com.au](mailto:djupp@holstein.com.au)

*Your State President, if applicable, can be found in the Membership Directory or the website*

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# The President

## Take me to your leader

THE first qualification a state or sub-branch President needs is to believe passionately in the breed and the industry and to ensure this attitude is passed on to others. It's part of being a leader in a vibrant organisation.

A President also needs a reasonable working knowledge of meeting procedure to chair a meeting successfully. Hopefully, you will have already served as a Vice President or have previous experience from attending meetings of service organisations or clubs. There is more on meeting procedure later on in this booklet.

As President you'll be busy in a number of roles – not least chasing up matters that need to be dealt with.

At a sub-branch level this means helping the Secretary organise All-Australian shows, field days, the on-farm competition and other business and social activities. And here the ability to delegate wisely will be an advantage. Ensure once you have delegated responsibility for a task, that it is carried through by the person nominated.

Naturally, you will be expected to attend these events and usually any speaking engagements will involve your input, either as speaker or MC.

At state level, the President has more office bearers to help out with tasks, but there are often more responsibilities that accompany a state presidency. For example, in some states the position means automatic selection to the RAS Dairy Committee.

The state final of the on-farm competition can also mean a lot of time and work co-ordinating the judge's visits to the farms of finalists.

A **State President** must also attend sub-branch meetings and events within the state and sometimes attend meetings at Holstein Australia's HQ in Melbourne.

Then there is helping to organise the State Show each year with the sub-branch responsible, as well as the judging schools, youth camps and other activities held annually or bi-annually.

The **State President** also should be grooming the **Vice President** for a possible role in the top job as President. Then for the 12 months after retiring from the position, the immediate past President remains a

delegate and a mentor for the new President.

Past State Presidents say they needed a good working knowledge of the by-laws and always took copies to meetings. A reasonable knowledge of meeting procedure was required, though one former State President said they had relied on a Secretary for the finer points of procedure.

A State President must also help the State Treasurer compile a budget to be presented to the federal Board for approval.

Under 27 (3) of the Rules of the Association: "All state branches are required to direct sub-branches to present to them annual reconciled accounts. All state branches are required to present annual and audited accounts to HFAA no later than 28 days from the end of each financial year, in order that the financial affairs of the state and sub-branches can be reflected in HFAA's annual accounts."

So we can safely say that being President at either state or sub-branch level is no piece of cake. On the other hand, being a leader and demonstrating your belief in the industry and lifestyle of modern dairy farming can be very rewarding.

It is the role of the **Chair** (usually the President) to ensure each and every agenda item is dealt with fully. If a vote is to be taken it will be the Chair who calls for, or deals with **motions** from the floor, arising from the business.

The **Chair** must also check (and usually sign) the minutes of the previous meeting.

He or she must keep note of the time to ensure the meeting gets through its business in the allocated duration.

The **Chair** must also deal with the order of business, facilitate discussion as well as keep order. He or she must also ensure everyone has an opportunity to speak.

It's very important that everyone understands what the voting decisions are – ie that **motions** that have been resolved are clearly understood.

Once all the business has been decided, the **Chair's** final duty is to declare the meeting closed.

# The Agenda

All meetings must follow an **agenda**, an outline of the subjects to be covered and what order. The **agenda** usually consists of items raised during previous meetings. They can also be subjects raised between meetings by members of the **executive**. If the latter is the case and items listed on the **agenda** have not been proposed during a previous meeting, they should accompany a **notice of meeting** sent out by the Secretary. Given that sub-branch meetings are relatively informal, a **notice of meeting** can be as simple as a phone call or email to members during which any new agenda items can be announced. A typical agenda could be as follows.



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# The Secretary

## The unsung hero of any organisation

SO far we have witnessed the role of the sub-branch and State Presidents as the Chair of meetings (and by implication, the overall running of the sub- or state branch). However, it is the Secretary who does all the hard work.

The Secretary handles all correspondence, files reports, takes minutes at the meetings, notifies members of forthcoming meetings and organises the on-farm challenge for the branch every year as well as social events, field days and farm walks.

She or he is required to keep a register of all members' names, addresses and contact details, as well as those of sub- and state branch life members and sponsors. This list can be provided by head office or can be requested at any time. You will also receive a list of new members on a regular basis.

The Secretary, it has been said, needs to be like a cattle dog, having to round up those with tasks to perform and snapping at their heels when they need encouragement.

### The Minutes

The minutes are essential for the correct recording of the proceedings and outcome of meetings. They also serve as an attendance record and, in case of later dispute, they're a legally acceptable reference and guide.

The minute book is a legal record of a committee's decisions. You must maintain the minutes written (or pasted) in the book which should have consecutively numbered pages.

With important motions, the names of both mover and seconder should be included.

It's essential when writing minutes that the Secretary use clear, simple language. The minutes should be written up as soon as possible before memory fades and the notes made at the time kept until the minutes have been confirmed at the next meeting.

Use the past tense when writing minutes: "It was resolved that..." and so on.

If you don't understand a motion, have the



Chairperson repeat it clearly and precisely.

### Action Column

It is essential that minutes have an "action column" which lists the names of those responsible for following up any sub-branch decisions. You, as Secretary, may have to push this point at meetings – otherwise you may be expected to do everything! But don't let decisions requiring action to pass without linking them to a person.

### The On-Farm Challenge

One of the biggest annual duties of a sub-branch or state branch Secretary is organising the on-farm challenge. Semex will send each sub-branch Secretary the required score card, entry form, rules and regulations and a result slip in July. It is up to that Secretary (with the President) to organise a judge for the competition and to photocopy enough judging sheets to cover the number of entries.

You might even have to find accommodation for the judge for the duration of the judging if sub-branch funds don't extend to the cost of a motel. Then, you are responsible for getting the results of your sub-branch to your relevant state branch (unless it's Tasmania which is both state and sub-branch in one).

Sub-branches differ in their conduct, but most have a dinner immediately after judging, which must also be organised.

On-farm challenge time is a lot of work, so remember to delegate as well. This applies even more to the State Secretary helping organise state finalist judging and dinners.

Each state or sub-branch can request a letter head from head office if required.

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# The 10 Secretarial Commandments

1. **Thou** shalt prepare an agenda, with your chairperson, for every meeting.
2. **Thou** shalt make sure committee members are aware of the time and place of the meeting and ensure the chairperson starts on time.
3. **Thou** shalt not read the minutes of the last meeting in full (unless members require it).
4. **Thou** shalt not attempt to take detailed notes of discussions.
5. **Thou** shalt record all resolutions taken exactly as passed by the members and ask the chairperson to repeat the words of the motion if you are unsure.
6. **Thou** shalt ensure that you record the names of the people responsible for following up a resolution, since failure to do so will result in you, the secretary, doing everything!
7. **Thou** shalt not volunteer. Nominate committee members to assist. That's what they're there for.
8. **Thou** shalt not become too involved in debated discussion. If you feel you want to have close involvement in a topic, ask for someone else to take the minutes for that item.
9. **Thou** shalt encourage members to put in written (even hand-written) reports to cut the waffle and help you in your duties.
10. **Thou** shalt remember that all committee members, especially the secretary, must help the chairperson run a friendly, fair and effective meeting.

*Department of Sport and Recreation, WA*

## TOP TIPS FROM SUPER SECRETARIES

FORMER sub-branch secretaries of long standing told us separately that it can be easy to ensure a smooth transition from one secretary to another.

First, go through the calendar with the new secretary to identify all the main functions through the year – effectively a timeline. Each event then has a document created around it with an A to Z of how it is organised and the contact numbers of everyone who needs to be approached – sponsors, organisers and so on.

There are even templates of letters that will need to be written to organisers and sponsors.

If your sub-branch can afford it, a basic laptop computer that can be passed from secretary to secretary and that has all the above information is worth its weight in gold.

Jo Thompson, of SA's South-East Sub-Branch also provides the following tips:

■ If you have to use the farm/family office to run sub-branch affairs, have a plastic crate to store sub-branch papers for the project you are working on. It saves confusion when you have to change "hats" and switch to farm affairs (sub-branch stuff can be dropped in there until you can get back to it).

■ Have a prominent/colourful booklet or diary by the phone for taking notes (pieces of loose paper get lost). It's also useful to train family to take down messages from sub-branch callers if you aren't there.

■ After each AGM get committee members to list their mobile, home phone, fax and email address. Print this out in large print for all committee members. It's also very useful for the

secretary to have up on the wall or by the computer when arranging meetings. Text messaging is quite useful for reminding members about working bees and meetings.

■ One other thing I found really useful – I had a big spiral notebook for each new year to take minutes at meetings which could then be typed or written up later. Lots of supplementary notes of ideas at meetings could then be recorded for actioning at some later date while not being part of the official minutes. It also means notes are less likely to be lost.

■ We found a formal agenda available just prior to the meeting was really useful in focusing everyone on the tasks for the meeting – gives people a bit of "ownership" in the process and cuts down on sidetracking about neighbours or milk prices!

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# The Treasurer

## Show them the money

AS the Treasurer, you will deal with the financial side of the Association, pay all bills, receive all monies, give monthly financial reports to the sub-branch, prepare a budget and present an audited annual report.

You should ensure that adequate accounts and records exist regarding the state or sub-branch's financial transactions, including accurate and up-to-date records of all income and expenditure.

You must issue receipts and promptly deposit all monies received in the branch/sub-branch's bank account. You will also make all approved payments and invoice people promptly where applicable.

The Treasurer acts as the signatory to the state branch or sub-branch's bank accounts and must manage the cash flow and be accountable for the petty cash.

If your sub-branch is registered for GST, then you must also regularly file business activity statements with the Australian Tax Office.

### **Working with the state**

The first point of contact for sub-branch Treasurers is the state branch (except for Tasmania). Each sub-branch must provide a budget for the relevant state treasurer in April so that the state treasurer can, in turn, file the state budget with the federal office. These dates will be confirmed each by the federal office.

If a sub-branch is organising a feature show in conjunction with a local show, the Treasurer will usually be required to collect the entry money from exhibitors and remit a proportion to the show committee.

Any sponsors will have to be provided with a valid tax invoice so they can claim their sponsorship as a tax deduction. If your sub-branch is not registered for GST, then this means contacting Holstein Australia's Corporate Accountant so that the federal office can issue a tax invoice on your behalf.

Any straight cash donations from a sponsor do not require GST to be accounted for.

As Treasurer you will also be required to monitor and pay for the costs of postage and phone calls.

### **Expenses v honorarium**

Some state branch and sub-branch officials may submit chits for their travel expenses to and from legitimate meetings. These are often based on the ATO guidelines of 63 to 75 cents per kilometre, depending on the car's engine size. Please contact head office for the current rate because these change periodically.

Other sub-branches decide on an honorarium for office holders so that out-of-pocket expenses can be reimbursed in one small sum, generally around \$250, but variable because of differing circumstances.

You and the President will decide the method of reimbursement of expenses, if there is to be any at all. Such matters will be dependent on finances and must be approved in the annual budget as well as by the state/sub-branch AGM.

It's wise to keep a single bank account, usually a cheque account that requires the signature of two people, usually the Treasurer and the President.

One of the most important roles of a Treasurer is to reconcile the accounts regularly. This simply means comparing the amount that has left the cheque account with the amount spent and ensuring the two figures match at the end of a period. Reconciled sub-branch accounts must be submitted annually to the state branch.

It's wise to reconcile your chequebook at the end of every month by comparing your receipts with your bank statement. This not only means less work at the end of the account-keeping period, it also ensures that any errors are caught and corrected quickly.

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# The meeting structure

## Here is how a meeting works in detail

**Opening the Meeting:** the meeting begins after the Chair declares the meeting opened.

The meeting is unable to begin until the Chairperson declares a **quorum**. This means that there are enough people in attendance to allow debates to be conducted and decisions to be voted upon. Most sub-branches have a quorum of five people. State branches have their own quorum rules. NSW, for instance, has a quorum of 15 members representing four sub-branches.

If a quorum cannot be declared within 30 minutes of the meeting's designated starting time, the meeting should be called again for a week later. If no more members attend the reconvened meeting, the Chair may be allowed by the standing orders to conduct the business with those who have arrived.

If a Chairperson has not taken the chair 15 minutes after the meeting was due to begin, the meeting should elect another Chairperson, usually the sub-branch Vice President.

**Apologies:** those unable to attend.

The Chairperson states the names of those members who formally notified that they were unable to attend the meeting.

**Minutes of the Previous Meeting:** the Chairperson moves that the minutes of the previous meeting be accepted or adopted.

The Chairperson should table the minutes of the previous meeting and ask the members to adopt them. If the members do not agree that the draft minutes are accurate, changes may be suggested. The Chairperson should ask the meeting to vote on those corrections.

If there are only a few minor corrections, the Chairperson may ask the members to accept the minutes with the corrections. The vote to adopt the minutes can then go ahead on that basis.

Once the minutes have been adopted, the Chairperson should sign the minutes and hand them to the Secretary for filing.

The minutes of a previous meeting can either be read out or the Chairperson can ask the meeting to "accept them as read" and have a motion passed to that effect. Most state and sub-branches operate under the latter principle.

**Business arising from Minutes of the Previous Meeting.**

Often the issues for business arising from the minutes of the previous meeting are listed in the agenda. Any reports, pieces of information or other matters of substance that were requested at the previous meeting are debated and a vote is taken on the appropriate action to take.

**Correspondence:** letters that have been sent to the meeting are tabled and debated, if the meeting wishes to do so.

Any letters, faxes and emails received by the executive are discussed here. The Chairperson should summarise correspondence which covers similar issues, or express similar opinions and discuss them as a single issue.

The Chairperson presents a piece of correspondence to the meeting by putting a motion that the meeting "receive the correspondence". This is an acknowledgment by the meeting that the correspondence has been formally received and that it may now be discussed and acted upon, if necessary.

If correspondence sent to the meeting is considered offensive, the meeting can vote on a motion "not to receive" it. Alternatively, the meeting can decide that the correspondence should be "received and lie on the table". This means it will not really be dealt with. It is effectively in limbo until such time in the future that it is "taken from the table" and discussed.



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**Reports:** reports written for the meeting are tabled and debated, if the meeting wishes to do so.

Reports and submissions that have been written for the meeting or include information relevant to the work of the meeting are tabled and discussed. A motion is required to be put, often by the presenter, that a report be received. This means that the report exists, as far as the meeting is concerned, and a discussion or debate may now take place on the contents, interpretation and recommendations of the report.

Motions are able to be put for or against the recommendations of the report or ask the author to consider further issues or reconsider issues on the basis of particular information.

A member of a meeting can even put forward a motion to change the wording of a report or submission.

**General Business:** Business that has been notified to the Secretary before the meeting and included on the agenda is dealt with here.

General business items are announced singly by the Chairperson and a discussion or debate follows each one. Motions that suggest methods of resolving issues are put forward and to a vote. Once the motions receive a simple majority, or a majority as defined in the standing orders, they become resolutions.

Sometimes amendments to a motion are put forward. Only after the amendments are debated and voted upon can the revised substantive motion be brought to the vote.

**Any other Business:** when all items on the agenda have been debated, the Chairperson may call for items not listed in general business.

At this point, members are able to raise issues they feel are important. These include any items

not listed on the agenda. No extremely important or complex issues should be raised unannounced during this part of the meeting. If an urgent matter must be dealt with by the meeting, the Chairperson should be informed before the meeting begins. A revised agenda can then be drawn up in the time that remains before the meeting is due to begin. If the Chairperson feels that any of the issues brought up for discussion are too complex or troublesome, he may call for another meeting to discuss the issue or alternatively, put it on the agenda for the next scheduled meeting.

### Close of Meeting

Once all the issues have been put forward and discussed, the Chairperson advises members of the date and time of the next meeting. The meeting is now officially closed.

*Reference: Walsh, F., The Meeting Manual, AGPS, Canberra, 1995.*



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### GRATUITOUS TREASURER JOKE

At the Barcardine Chamber of Commerce meeting the treasurer reported a deficit of two hundred dollars.

One of the chamber members stood up and said: "I vote that we donate half of it to the Red Cross and then give the other fifty dollars to the Salvation Army."

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# Rules of debate for formal meetings

## More than you need to know, but handy to know anyway

ALL motions, questions, statements and comments must be directed through the Chair.

Motions must be **moved** and **seconded** before being debated. If it is not seconded, a motion lapses.

The **mover** of the motion may (and usually does) speak in support of the motion after it has been formally moved and seconded.

The **seconder**, after formally seconding a motion, may speak immediately after the mover or may reserve the right to speak later in the debate. However, the seconder forfeits this right if a vote is called for before he/she has had a chance to speak.

Each member may speak **once only** in favour of or against the motion.

At the conclusion of the debate and before the motion is put to the vote, the **mover** of the motion has the **right of reply**. Neither the seconder of the motion nor the mover of an amendment, even when the amendment has been carried, has the right of reply.

### Amendments

An **amendment** may be moved by a member who agrees with the motion in principle but wishes to suggest a change in detail. An amendment cannot be accepted if it negates the substance of the motion.

The Chairperson shall accept only **one** amendment to a motion for consideration at any one time. The amendment must be disposed of before a further amendment can be considered.

An amendment must be **moved** and **seconded** and each member has the right to speak **once** for or against the amendment, even if she/she has spoken previously on the motion.

A member who wishes to “amend an amendment” or suggest a more acceptable amendment may **foreshadow** a **further amendment** to be moved **after** the vote on the

amendment under consideration. This is a useful device for advising members of another option.

When an amendment is carried, the **amended** motion becomes the **motion**, subject to further amendment. If it is not amended further, the (amended) motion is put to the vote.

### A Resolution

When a motion is **carried** it is recorded as a **resolution** of the meeting.

### Withdrawing a Motion

The mover of a motion, with the consent of his seconder, may seek permission to **withdraw the motion**. Permission to withdraw is granted by resolution of the meeting. However, a motion may **not** be withdrawn if an amendment has been moved and seconded, until the amendment has been debated and voted upon.

To save time, a mover of a motion may, with the consent of the seconder, seek permission to **withdraw** the motion **in favour of the amendment** under consideration. (In this event, if permission is granted, the original motion is nullified and the mover of the amendment, which has become the motion, is the mover who has the right of reply).

### Terminating the Debate

After members have spoken for and against the motion, the chairperson indicates his/her intention to put the motion. At this time, the mover may exercise or waive the right of reply. No further debate is allowed after the mover has replied.

Any member, at any time during the debate, may move **that the motion be now put**. This motion is **not debatable** and must be put immediately. If the motion “that the motion be now put” is carried, then the motion under discussion also must be put without further debate, provided that the mover may still exercise his right of reply.

## Points of Order

A **point of order** should be raised **only** to direct the attention of the Chairperson to a procedural error, a departure from the rules or a motion or an amendment that, if carried, would be unconstitutional or unlawful.

When a member raises a point of order (by standing or raising a hand and saying: "Point of Order, Mr or Madam Chair!") the Chairperson must halt proceedings and ask the member to state the point of order.

After the member has stated the reason or reasons for raising the point of order, the Chairperson gives a ruling, either upholding or disallowing the point of order. The debate then continues.

A point of order must **not** be accepted if it is raised to refute a statement made in debate. A point of order **may** be raised, for example, to remind the Chairperson that the person who is speaking has spoken earlier in the debate, or that a speaker's time has expired, or that the material being introduced by the speaker is not relevant to the debate, or that the chairperson has neglected to apply any rule of debate or procedure.

## Motion of Dissent

If a member disagrees with the ruling on a point of order, a **motion of dissent** may be offered as follows: "With respect, I move dissent from the Chairperson's ruling." If the motion is seconded, the Chairperson vacates the Chair, which is then occupied by a Deputy or Vice Chairperson.

Addressing the deputy, the chairperson states the reasons for the ruling, quoting the relevant rules or constitutional provisions on which the ruling was based. The following motion is then put, **without debate**: "That the chairperson's ruling be upheld."

After the vote, the Chairperson resumes the Chair and the debate resumes with any variation in procedure dictated by the decision of the meeting in the vote.

## Leave to Make a Statement

A member who has spoken once in a debate may, under certain circumstances, be granted **leave to make a statement**, to provide an explanation or clarify a misunderstood or misinterpreted point.

Leave to make a statement may be granted **only** by resolution of the meeting. A motion that leave be granted, if seconded, is put without debate.

If leave is granted, the statement must be limited to the provision of factual information only. This device may **not** be used as an opportunity to introduce further argument.

## Suspension of Standing Orders

If it becomes necessary or desirable to depart temporarily from the prepared agenda to deal with an extraneous matter, **standing orders** may be **suspended** by resolution.

Usually the Chairperson asks for a motion for the suspension of standing orders (stating the reason: eg. to welcome a new member; to introduce a distinguished guest; to deal with an emergency), which, if offered and seconded, is put without debate.

After the extraneous matter has been dealt with the meeting, again by resolution, resumes standing orders.

## Casting Vote

The Chairperson has a deliberate as well as a casting vote.

When a casting vote is called for the Chairperson traditionally casts a vote so as to preserve the status quo, **irrespective** of the nature of his/her deliberate vote.

*Reference: Probus Club Handbook, 2006*

### The following is the method of obtaining a decision on a motion:

CHAIRMAN: I will now put the motion  
"That....." "All those in favour..." (Pause)  
Those against..." (Pause)

"I believe the Ayes/Nos have it (Pause in case someone disagrees and requests a recount of hands) and I declare the motion/amendment carried/lost."

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# A few words on meetings

## GOOD OUTCOMES

- Ideally, meetings will allow everyone a say in a democratic manner.
- The business is neither too rushed nor too slow.
- The business gets finished on time.
- The chairperson remains neutral.
- Everyone feels their contribution is valued.
- The group isn't cliquy and welcomes new attendees.

## NOT SO GOOD OUTCOMES

- A few people dominate discussion and decision making.
- Business is never finished: agenda items are carried on from one meeting to the next, the meeting finishes very late, and everyone feels frustrated.
- There is confusion or unresolved conflict, anger or fights.
- New people feel unwelcome or alienated.
- Formal procedure is used, but only a few people understand it.
- Jargon and abbreviations are used that only a few people understand.
- Decision making is raced through by a dominant chairperson who pushes his/her opinion all the time.
- The chairperson is biased.

*(Source Queensland University of Technology)*

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## The following pages show examples of financial summaries and budgets

As with any organisation or association that receives and spends money, proper and accurate accounts are critical. This important role falls on the Treasurer, a position that has been dealt with earlier.

While the level of income and expenditure may not be significant compared with large businesses, the Association has a legal requirement to account for its financial undertakings at all levels.

The financial record keeping, both of the recent past (ie the past 12 months), and for the near term future (the next 12 months) is the responsibility of

the sub-branch and the state branch.

Following are examples of a typical state operating budget and a financial summary of a sub branch. This will give you some appreciation of the extent of the different categories for both income and expenses for a state branch of Holstein Australia. You will see the sub-branch financial summary is more straight forward, but never the less no less important.



**HOLSTEIN AUSTRALIA STATE OPERATING BUDGETS  
FINANCIAL YEAR 2010/2011**

	Sub-Branch 1	Sub-Branch 2	Sub-Branch 3	Sub-Branch 4	State	State Total
<b>Income (From all sources)</b>						
<b>1</b> Balance Brought Forward	\$1,000	\$1,200	\$500	\$200	\$2,050	\$4,950
<b>2</b> Sponsorships						
2.1 Semex					\$1,300	\$1,300
2.2 Entries	\$100			\$150		\$250
2.3 Calf Shows		\$20				\$20
2.4 Dairy Express					\$750	\$750
2.5 State Shows					\$1,200	\$1,200
2.6						\$0
<i>Total Sponsorship</i>	\$100	\$20	\$0	\$150	\$3,250	\$3,520
<b>3</b> Commission						
3.1 Westfarmers/CGU					\$1,300	\$1,300
<b>4</b> Interest Received						
4.1 Investments						\$0
4.2 Deposits	\$7	\$9	\$8		\$15	\$39
<i>Total Interest Received</i>	\$7	\$9	\$8	\$0	\$15	\$39
<b>5</b> Miscellaneous Incomes						
5.1 Fairs	\$120					\$120
5.2 Calendar Advertising		\$1,600				\$1,600
5.3 Youth Club Fees					\$500	\$500
5.3 Youth Team / IDW			\$1,500			\$1,500
5.4 Youth Camp				\$150		\$150
5.5 Promotion Goods On Farm Competition					\$1,000	\$1,000
5.6 Entries		\$400				\$400
<i>Total Miscellaneous Income</i>	\$120	\$2,000	\$1,500	\$150	\$1,500	\$5,270
<b>Total Operating Income</b>	\$227	\$2,029	\$1,508	\$300	\$6,065	\$10,129
<b>Total income for the period</b>	\$1,227	\$3,229	\$2,008	\$500	\$8,115	\$15,079

**HOLSTEIN AUSTRALIA STATE OPERATING BUDGETS  
FINANCIAL YEAR 2010/2011**

Expenditure	Sub-Branch 1	Sub-Branch 2	Sub-Branch 3	Sub-Branch 4	State	State Total
<b>6 Administration Expenses</b>						
6.1 Secretariat Expenses						
President	\$50	\$50	\$50	\$50	\$500	\$700
Treasurer			\$25		\$450	\$475
<i>Total Secretariat Expenses</i>	\$50	\$50	\$75	\$50	\$950	\$1,175
6.2 Secretary						
Secretary Travel						\$0
Secretary - General				\$50	\$450	\$500
<i>Total Secretary Expenses</i>	\$0	\$0	\$0	\$50	\$450	\$500
6.3 Sundry Expenses						
Office Supplies			\$25		\$100	\$125
Postage	\$50	\$300			\$500	\$850
Merchandise						\$0
<i>Total Sundry Expenses</i>	\$50	\$300	\$25	\$0	\$600	\$975
6.4 Legal Fees					\$250	\$250
6.4 Audit Fees					\$300	\$300
6.5 Printing/Stationery	\$50			\$100	\$200	\$350
6.6 Bank Charges	\$20	\$15	\$25	\$20	\$200	\$280
6.7 Calendar Expenses		\$1,200				\$1,200
6.8 Telephone Expenses	\$50	\$50	\$50	\$50	\$200	\$400
6.9 Other						
6.9.1						\$0
6.9.2						\$0
6.9.3						\$0
<i>Total Other Expenses</i>	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total Administration Expenses</i>	\$220	\$1,615	\$175	\$270	\$3,150	\$5,430
<b>7 Newsletters</b>						\$0

**HOLSTEIN AUSTRALIA STATE OPERATING BUDGETS  
FINANCIAL YEAR 2010/2011**

	Sub-Branch 1	Sub-Branch 2	Sub-Branch 3	Sub-Branch 4	State	State Total
<b>8 Sponsorships</b>						
8.1 Shows						
Meals						\$0
Prizes	\$500		\$500	\$400		\$1,400
Other						\$0
<i>Total Shows</i>	\$500	\$0	\$500	\$400	\$0	\$1,400
8.2 Calf Days						
Meals	\$100		\$150			\$250
Prizes	\$140		\$200	\$300		\$640
Other	\$500	\$50		\$50		\$600
<i>Total Calf Days</i>	\$740	\$50	\$350	\$350	\$0	\$1,490
8.3 Exhibitions						
Meals					\$100	\$100
Prizes					\$1,000	\$1,000
Other			\$500	\$100		\$600
<i>Total Exhibitions</i>	\$0	\$0	\$500	\$100	\$1,100	\$1,700
8.4 Prizes-Other than above		\$50			\$1,500	\$1,550
8.5 Other						
8.5.1 O/J Expenses					\$700	\$700
8.5.2 Semex State Event	\$300	\$300	\$300	\$300	\$200	\$1,400
8.5.3 Special Prizes						\$0
8.5.4 Front Cover						\$0
8.5.5 On Farm Challenge						\$0
8.5.6 Xmas Barbeque						\$0
8.5.7 Fair Barbeque						\$0
<i>Total Other</i>	\$300	\$300	\$300	\$300	\$900	\$2,100
<i>Total Sponsorships</i>	\$1,540	\$400	\$1,650	\$1,150	\$3,500	\$8,240
<b>9 Youth Activities</b>						
9.1 Youth Activities	\$500	\$500	\$500	\$500	\$1,000	\$3,000
9.2 Dairy Youth					\$1,000	\$1,000
9.3 Dairy Youth Sponsors						\$0
9.4 Dairy Youth Award						\$0
<i>Total Youth Activities</i>	\$500	\$500	\$500	\$500	\$2,000	\$4,000

**FINANCIAL YEAR 2010/2011**

	Sub-Branch 1	Sub-Branch 2	Sub-Branch 3	Sub-Branch 4	State	State Total
<b>11 Advertising/Promotions</b>						
11.1 Digest						\$0
11.2 Journal	\$500	\$500	\$500	\$500	\$1,000	\$3,000
11.3 Publicity Officer						\$0
11.4 Others						
11.4.1 General						\$0
11.4.2 Crazy Cow						\$0
Total Other	\$0	\$0	\$0	\$0	\$0	\$0
Total Advertising/Promotions	\$500	\$500	\$500	\$500	\$1,000	\$3,000
<b>12 Subscriptions</b>						\$0
<b>13 Field Days</b>						\$0
<b>14 Meetings</b>						
14.1 Hire of Equip		\$100	\$100			\$200
14.2 Hire of Hall		\$100	\$100		\$1,500	\$1,700
14.3 Refreshments		\$100	\$100		\$2,500	\$2,700
14.4 Others						
14.4.1 XMAS				\$500		\$500
14.4.2 IDW Breakfast					\$200	\$200
Total Other	\$0	\$0	\$0	\$500	\$200	\$700
Total Meetings	\$0	\$300	\$300	\$500	\$4,200	\$5,300
<b>15 Rebates</b>						\$0
15.1 Sub Branch					\$5,656	\$5,656
15.2 Members Travel Exp.					\$1,000	\$1,000
Total Rebates	\$0	\$0	\$0	\$0	\$6,656	\$6,656
Total Expenditure	\$3,060	\$3,315	\$3,125	\$3,120	\$22,006	\$34,626
Net Income as at 30th June 2011	-\$1,833	-\$86	-\$1,117	-\$2,620	-\$13,891	-\$19,547
State Rebate Requested (Refunded)	\$1,833	\$86	\$1,117	\$2,620	\$13,891	\$19,547
Cash State Rebate Requested Less Journal	\$1,333	\$0	\$617	\$2,120	\$12,891	\$16,961

Notes:





## Best Sub-Branch

### Financial Summary 15 February 2010 – 17 May 2010

Opening Balance 15 February 2010.....	1200.00
<b>Income</b>	
Commission .....	100.00
Interest .....	10.00
<b>Total Income .....</b>	<b>110.00</b>
<b>Expenses</b>	
Bank Charges .....	5.50
Postage .....	55.00
Stationery .....	2.20
<b>Total Expenses .....</b>	<b>62.70</b>
<b>Net Income .....</b>	<b>47.30</b>
<b>Closing Balance 17 May 2010 .....</b>	<b>1247.30</b>

#### Bank Reconciliation 17 May 2010

<b>Balance as per 30 April 2010 bank statement (Commonwealth Bank).....</b>	<b>1202.30</b>
Add Deposits not yet credited	
Interest .....	100.00
Less Cheques not presented	
Cheque 135 – Australia Post .....	-55.00
<b>Balance as per cash book at 17 May 2010 .....</b>	<b>1247.30</b>

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# Glossary of Terms

**Abstain:** To refrain from voting, for example, due to a conflict of interest.

**Acclamation:** An election by unanimous vocal consent. Literally, shouting and clapping.

**Adjourn:** To close the meeting; or a motion to close the meeting.

**Agenda:** An order of business for a meeting.

**Amendment:** A motion to change the wording of a current motion.

**Annual meeting:** A meeting held yearly for the purpose of electing officers and receiving the annual reports of current officers and committees.

**Audit:** An examination and verification of the financial records.

**Aye:** Word frequently used in a voice vote to vote in the affirmative. For example, "All those in favour of the motion, say 'aye'."

**Ballot vote:** A method of secret voting using pieces of paper passed to members on which to record their vote.

**Budget:** An itemised estimate of income and expenditure.

**Censure:** A motion to admonish or reprimand a member.

**Chair:** The person in charge of the meeting, the presiding officer, usually the President.

**Correspondence:** The incoming letters, emails and faxes directed to the Secretary to be processed by the meeting and those outgoing communications determined by the meeting.

**Debate/Discussion:** The discussion of a motion occurring after the Chair has read the motion and before putting it to a vote.

**Expunge from the Minutes:** A method of expressing strong disapproval of past action taken. Once the adoption of the motion to "rescind and expunge from the minutes", the secretary draws a line through the portion of the minutes covered in the motion and writes the words "rescinded and ordered expunged" with the date and her signature.

**Floor:** A member has the floor when he has been recognised by the Chair to speak. During this time no-one else is to speak until the floor is assigned to another.

**Frivolous motion:** A motion proposed that is not significant or is "dilatory" (intended to delay or obstruct business).

**Item of business:** An agenda item, including a report or a motion. The chair usually announces it by stating "the next item of business is..."

**Majority vote:** More than half of the votes cast.

**Minutes:** Written record of the proceedings of a meeting. They are a record of what was done at the meeting, not what was said at the meeting.

**Motion:** A proposal that the meeting take a specific action. Motion and question are interchangeable terms.

**Mover:** The person who makes the motion, usually with the words "I move that..." (see Secunder).

**Nay:** Word frequently used in a voice vote to vote in the negative. "All those opposed to the motion, say 'nay'."

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## Glossary of Terms continued

**Majority vote:** More than half of the votes cast.

**Negative vote:** A vote against the adoption of the motion.

**New business:** A heading on the agenda for items that are new items of business.

**Nomination:** Naming a person as a candidate for an office or position.

**Nominee:** A person who has been nominated.

**Notice:** An official announcement, given verbally or in writing, of an item of business that will be introduced at the meeting. Certain motions require previous notice.

**Null and void:** Without legal force or effect.

**Objection:** A formal expression of opposition to a matter or procedure.

**Out of order:** A motion, action, request, or procedure that is in violation of the rules.

**Point of order:** If a member feels the rules are not being followed, he or she can use this motion. It requires the Chair to make a ruling and enforce the rules. It should not be overused.

**Previous notice:** An official announcement, given verbally or in writing, of an item of business that will be introduced at the meeting. Certain motions require previous notice.

**Pro tem:** Temporary or for the time being, as in Secretary pro tem.

**Quorum:** The number of voting members who must be present in order that business can be legally transacted.

**Resolution:** A motion after it has been successfully voted on becomes a resolution.

**Secunder:** The person who seconds the motion, a voting member, other than the person who made the motion, who publicly agrees that the proposed motion should be considered.

**Standing orders:** The rules prescribing procedures by which the meeting is run.

**Tellers:** People elected or appointed to count votes.

**Term of office:** The duration of the period for which a person is elected or appointed to an office or position.

**Tied vote:** An equal number of affirmative and negative votes.

**Unanimous:** Without dissent; no votes were cast on the losing side.

**Unfinished business:** A portion of the agenda that includes motions that have been carried over from the previous meeting as a result of that meeting having adjourned without completing its order of business.

**Vacate the Chair:** To temporarily relinquish the Chair so that the presiding officer can participate in debate.

**Withdrawing a motion:** A request by the mover of a motion to remove the motion from consideration. After the motion has been stated by the presiding officer, it belongs to the assembly and the assembly's permission (majority vote) is needed to withdraw the motion.

*Sources: nancysylvester.com and Robert's Rules*



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