

## OFFICIAL NOTICE OF PERMACULTUREWEST ANNUAL GENERAL MEETING

**To be held at Perth City Farm, City Farm Rd, East Perth on Saturday 22nd October 2011 at 9:30 am. AGM to be followed by public nominations for non-executive roles. We will then have a panel of experienced and knowledgeable permies discuss permaculture concepts and methods with a focus on Q&A from the open audience.**

### AGM AGENDA

1. Formal welcome (Natasha Levey)
2. Present (Circulate attendance sheet)
3. Apologies for absence (Committee only)
4. Confirmation of the minutes of the 2010/ 2011 Annual General Meeting
5. Business arising from those Minutes.
6. Convenor's report (Natasha Levey) – 2 minutes
7. Treasurer's report (Charles Otway) – 2 minutes
8. Amendments to the constitution – Though a revision is required no amendments are proposed currently.
9. Nominations for executive committee members/ office bearers for 2011/2012.  
Election via majority vote (including absent proxy votes).  
    Co-Convenor  
    Assistant Co-Convener  
    Treasurer  
    Secretary  
    OCM - Elder
11. Close

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### PermacultureWest Committee and Support Groups Nominations Meeting.

#### AGENDA

- Read out each Committee support group and ask for any nominations.
- Record Nominations and contact details.
- Announce extended Committee nominees will be contacted and appointed at the following committee meeting.
- General business
- Close

## Nomination form for committee member and support guilds of PermacultureWest for 2011/ 2012

Please refer to the PermacultureWest committee roles and support guild information over page before completing this form.

The following nomination form can be emailed to [info@permaculturewest.org.au](mailto:info@permaculturewest.org.au) or posted to: PermacultureWest PO Box 164, Innaloo, WA, 6918

**If you live outside the metro area and are unable to attend either the AGM or future general committee meetings you are still welcome to nominate for one of the many roles that need to be filled. The Association values diversity and the Permaculture principle: every function is fulfilled by many elements. Please consider being an element to make Permaculture a household name.**

I, \_\_\_\_\_ (nominee's name)

of \_\_\_\_\_  
(nominee's address)

hereby nominate for ;  
the committee role of \_\_\_\_\_

and/or

involvement in the following support guild/s \_\_\_\_\_

Signed \_\_\_\_\_ (nominee)

Date \_\_\_\_\_

## **Committee Positions 2011 - 2012**

### **EXECUTIVE COMMITTEE\***

#### ***Administration guild***

Convenor **Exec** – Person co-ordinates meetings and communication between committee. Is responsible for coordinating the development & growth of PermacultureWest

Co Convener **Exec** – Assists the convenor to do the above & Maintainer of PDC graduates list

Secretary **Exec** - Shows up, listens to, interprets and writes notes on conversation of each meeting, writes up actions and assigns to people and sends out to the committee and members

OCM - Elder **Exec** – Assists in daily, long term direction and policy discussion.

#### ***Finance guild***

Treasurer **Exec** – financial interests of the Association

Assistant treasurer & Membership data base co-ordinator \* **non exec** - supports treasurer & handles memberships & enquiries relating to.

### **COMMITTEE**

#### ***Grants and Funding guild***

Grants/ sponsorship coordinator/s - Actively seeks & writes grant submissions and sponsorship applications on behalf of PermacultureWest for our community development. Can be 1-3 people in a grants team for support.

#### ***Communications guild***

Website administrator

Assistant website administrator – content & support

E-news Co-ordinator - our bimonthly enews, is responsible for creating topics, finding articles and putting together and formatting

PermaChampions – Responsible for letting Perth know about our upcoming events and what we are all about (Many required)

Local Groups Coordinator/Messenger – responsible for passing on post meeting messages, sets up meetings, maintains communications between groups

\_\_\_\_\_ Congratulator – Person responsible for creating certificates (eg. Life membership) and acknowledging achievements from the community

### ***Promotions guild***

\_\_\_\_\_ Media liaison & Spokesperson – person responsible for contacting media when an event is on and organising events to get media attention (with a team) & speaks on behalf of PermacultureWest (International & local celebrities)

\_\_\_\_\_ Promotional materials creator – fliers, posters, etc (Branding package with templates)

\_\_\_\_\_ Promo Materials distribution team – preferably a person in each suburb eg. Fremantle, Leederville, Subiaco, Lockridge, City; could be key person in each local group.

\_\_\_\_\_ International guest speaker/workshop organiser – responsible for finding and bringing to Perth Internationally renowned talent – will need to work with rest of promotions team.

### ***Community outreach guild***

\_\_\_\_\_ Events coordination team – Convergence/annual skill share, Xmas party, AGM.

\_\_\_\_\_ Festivals team – Permaculture West display/ stand updating materials for PermacultureWest display

### ***Permablitz***

\_\_\_\_\_ Permablitz coordination team – people care, sourcing materials etc. Includes designers, mentors, organisers, welcomer for Permablitz enquiries & blitz database administrator. With aim to establish a Permablitz design guild.

\_\_\_\_\_ Local group reps – Fremantle, NAPES, Hills, Roleystone.

### ***Resource development guild***

- Seed Saving network
- Online resource development e.g. YouTube, websites, blogs, e-books
- Permaculture West Library (*Could ask Gaia foundation*)
- Seedling nursery for Permablitz & community projects