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**Sydney Outfielders Softball Association Inc**

**ABN 23 325 221 554**

### **Notice of Annual General Meeting**

Notice is given that the Annual General Meeting of the Sydney Outfielders Softball Association will be held on **Saturday 18 April 2026 at 3.00pm at The Beresford (354 Bourke St, Surry Hills NSW 2010)**.

#### **Agenda**

The agenda for the Annual General Meeting is as follows:

1. Acknowledgement of Country
2. Welcome, attendance and apologies
3. Confirmation of [minutes from the 2025 Annual General Meeting](#) (held on 5 April 2025)
4. President's report
5. Financial report
6. General business:
  - a. To consider and vote on the following special resolution:
    - i. That Rainor Trippett be appointed as a life member of the Sydney Outfielders Softball Association.
  - b. To consider and vote on the following resolutions:
    - i. That the community points rules be repealed.
    - ii. Any other resolutions proposed by members.
7. Election of 2026-2027 office-bearers and ordinary committee members
8. Close of AGM

The formal AGM proceedings will be preceded by an awards presentation and followed by a celebration of the 2025-2026 season.

Signed by Kali Hourn

Secretary, Sydney Outfielders Softball Association, 20 March 2026

## **Inquiries**

All inquiries should be directed by email to the Secretary, Sydney Outfielders Softball Association at [info@sydneyoutfielders.org.au](mailto:info@sydneyoutfielders.org.au).

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## **Nomination for election as a committee member**

Nominations must be made in writing using the [Committee Member Nomination Form](#).

The form must be:

- signed by at least 2 members of the association, not including the candidate, and
- accompanied by the signed written consent of the candidate, and
- given to the Secretary at least 7 days before the date fixed for the AGM.

Candidates may nominate for multiple positions.

Nominations may be made by submitting a completed [Committee Member Nomination Form](#) to the Secretary by email to [info@sydneyoutfielders.org.au](mailto:info@sydneyoutfielders.org.au). All nominations must be submitted by **3.00pm on Saturday 11 April 2026**.

For further information about what each committee position involves, see the Overview of Committee Positions section below.

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## **Proxy voting**

If you're not able to attend the AGM but still want your vote to count, you can appoint a proxy to vote at the AGM on your behalf.

The person appointed as proxy must be a member of the Sydney Outfielders Softball Association.

A proxy may be appointed by returning a completed [Appointment of Proxy Form](#) to the Secretary by email to [info@sydneyoutfielders.org.au](mailto:info@sydneyoutfielders.org.au) not less than 48 hours before the commencement of the meeting – that is, by **3.00pm on Thursday 16 April 2026**.

A member can hold a maximum of five proxy votes.

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## **AGM Information Page**

Key documents and information can also be found on:

<https://www.sydneyoutfielders.org.au/agm-information>

This page will be updated periodically.

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## **How to RSVP for the AGM**

The Awards Presentation & AGM will be catered.

Please RSVP by **5pm on 10 April 2026** to confirm any dietary requirements and register your attendance.

[RSVP here](#)

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## **How to submit an AGM business item**

If you have an issue that you'd like to be discussed at the AGM, you can submit a business item for consideration.

How to submit a business item:

- Clearly outline the issue or proposal you want included
- The issue or proposal must be framed as a resolution that members can vote yes/no on – for example, “That the league holds regular training sessions on Thursday nights during the season”.
- Provide an explanation about why you say the association should adopt the resolution.

Any proposed business items must be provided in writing by email to the Secretary at [info@sydneyoutfielders.org.au](mailto:info@sydneyoutfielders.org.au) by **midnight on 3 April 2026**.

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## **Overview of committee positions**

Being on the committee is a great way to help shape the future of the league, meet people from different teams, and contribute to the community that makes Sydney Outfielders special.

All members who are interested in joining the committee are encouraged to submit a nomination.

Committee members are expected to attend regular committee meetings and contribute to planning and running the league. Much of the planning and groundwork for each season happens during the off-season (roughly April–September) before games start in October.

### **President**

The President provides overall leadership and helps keep the league running smoothly. A president should have strong leadership, communication and problem-solving skills, an interest in community building, integrity and be driven by ensuring fair outcomes for members, and a passion for the league.

Typical responsibilities include:

- Overseeing the strategic direction and day-to-day operations of the association
- Chairing committee meetings and captains' meetings.
- Helping coordinate the season calendar, key deadlines and major league activities and ensuring that major operational tasks are completed (insurance, field bookings, season planning etc).
- Supporting and coordinating the work of other committee members.
- Acting as a representative of the league when dealing with external stakeholders

## **Vice President**

The Vice President supports the President and helps ensure the league continues to run smoothly. A Vice President should have strong leadership and communication skills and be dependable and organised.

Typical responsibilities include:

- Assisting the President with planning and coordination of league activities.
- Stepping in to chair meetings or undertake responsibilities when the President is unavailable.
- Helping oversee league operations and ensuring committee tasks are progressing.
- Supporting coordination between the committee and team captains.
- Assisting with problem-solving and league logistics during the season.

## **Secretary**

The Secretary manages the day-to-day administration of the league and is responsible for maintaining the Association's records. The Secretary must have excellent organisation skills, strong attention to detail, be a strong communicator and highly dependable.

The Secretary's responsibilities include:

- Preparing agendas for and providing notice of committee meetings and general meetings of the Association, including the Annual General Meeting.
- Taking minutes at committee meetings and general meetings of the Association.
- Maintaining the Association's records, including the Register of Members, Register of Committee Members and other records required to be maintained under the Sydney Outfielders Constitution and NSW legislation.
- Managing membership applications in coordination with the committee.
- Conducting all general correspondence and correspondence provided for under the Sydney Outfielders Constitution.
- Managing league email communications and responding to enquiries.
- Communicating updates to captains and members.

Other responsibilities may also include:

- Coordinating operational tasks such as the season draw, player allocations and team lists.
- Tracking seasonal awards and statistics.
- Coordinating field bookings and game scheduling.

## **Treasurer**

The Treasurer manages the league's finances and ensures funds are handled responsibly. The Treasurer should have excellent organisation skills, strong attention to detail and experience with finance, accounting or bookkeeping.

Typical responsibilities include:

- Managing league income and expenses.
- Maintaining financial records and accounts, including by ensuring that correct books and accounts are kept showing the financial affairs of the association.
- Collecting all money owed to the Association, including membership fees.
- Ensuring that all payments authorised by the Association are made.
- Preparing the annual league budget with the President and Vice President.
- Reporting on the league's financial position at committee meetings.
- Preparing financial statements for the Annual General Meeting.
- Managing insurance payments and other major league expenses.
- In conjunction with the public officer, lodging required financial reports with NSW Fair Trading.

The Treasurer may also assist with seeking grants, sponsorships or other funding opportunities.

### **Publicity and Marketing Officer**

The Publicity and Marketing Officer's role is to promote the league to the wider community and ensure that members are aware of league activities and initiatives. Attributes of a Publicity and Marketing Officer include excellent communication, organisation and IT skills, and is creative and proactive.

Typical responsibilities include:

- Coordinating the Association's social media strategy and maintaining the league's social media accounts.
- Updating, maintaining and creating material for publication to the website.
- Producing promotional materials, including posts on social media, marketing emails and the league's weekly newsletter.
- Promoting league events.
- Overseeing recruitment for the Association.

The Publicity and Marketing Officer may also assist with the development of sponsorship and funding proposals.

### **Social Officer**

The Social Officer helps create the fun, social side of the league and builds community among members. A social officer will be enthusiastic, creative, and have strong interpersonal skills and a finger on the pulse of the league.

Typical responsibilities include:

- Planning and organising league social events.
- Coordinating the Christmas party and other social gatherings.
- Organising the Annual General Meeting event (venue, catering, logistics etc).
- Coordinating the league's presence at community events such as Fair Day.
- Organising social softball days or off-season events.

- Supporting the promotion of social events to members.

### **Ordinary Committee Members**

Ordinary Committee Members support the work of the committee and help share the workload.

Typical responsibilities include:

- Attending committee meetings and contributing ideas.
- Helping deliver league projects and events.
- Assisting with operational tasks during the season.
- Communicating updates to their team.
- Supporting other committee members where needed.

Ordinary members often assist with:

- Equipment management
- Grants, sponsorship and partnerships
- Event support
- Recruitment and community engagement
- League safety - as Safety Officer (see below)

Safety Officer(s) responsibilities include:

- Promoting safe participation in league activities by managing the implementation of the association's safety management plan
- Ensuring first aid supplies are available at games and events
- Monitoring injury or incident reporting where necessary
- Supporting the committee in maintaining safe playing conditions and equipment
- Providing guidance on player safety and wellbeing