

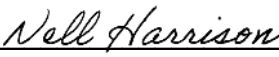


Agreement Details

Date	1 January 2025
The Association Specialists Details	Name: The Association Specialists Pty Ltd (Organiser) ABN: 35 002 729 606 Address for Notices: PO Box 576, Crows Nest NSW 1585 Phone Number: 02 9431 8600 Email: nell@theassociationspecialists.com.au
Client Details	Name: Australia New Zealand Trauma Society (Client) ABN: 35 665 490 453 Address for Notices: PO Box 576, Crow Nest NSW 1585 Phone Number: 0418 343 900 Email: dkvarma93@gmail.com
Services	ANZTS Association Management Services

EXECUTED by the parties as an agreement:

Signed for: Australia New Zealand Trauma Society (ANZTS)
 by its authorised representative
Name: Kathryn Quick
Title: Ms
Signature: 
Date: 26/11/2024
Signature of witness: 
Name of witness: Sarah Hill

Signed for: The Association Specialists Pty Ltd
 by its authorised representative
Name: Nell Harrison
Title: Managing Director
Signature: 
Date: 27.11.24
Signature of witness: AKCoulter
Name of witness: Annie Coulter

Terms of Agreement

1. Definition of Terms

These meanings apply:

Agreement means these terms and conditions and the Agreement Details;

Commencement Date means the earlier of the date of execution of this Agreement, or the date after which the Client has been provided with this Agreement and then instructs the Association Manager to commence performing work in terms of this Agreement;

Confidential Information means all confidential information, non-public or proprietary information regardless of how the information is stored or delivered, exchanged between the parties before, on or after the date of this Agreement relating to the business, technology, clients or other affairs of the disclosing party.

Service Standards means the Association Manager's Service Standards for association management services which is either attached to this Agreement or has been provided separately to the Client.

2. Services Provided

- 2.1 The services to be provided by the Association Manager under this Agreement are listed in Schedule B: Services Provided.
- 2.2 The Association Manager will use its best endeavours to perform the Services Provided in accordance with the Service Standards.
- 2.3 The Association Manager records that it does not take commissions from suppliers, does not receive rebates from suppliers or mark-up supplier invoices for additional income and that any commissions (such as accommodation) that it receives are always fully declared in advance.

3. Contract Period

- 3.1 This Agreement commences on the Commencement Date and continues for a period of **12 months**, unless and until earlier terminated as provided for under this Agreement or in law ("**Initial Term**").
- 3.2 Unless the Association Manager gives notice of the need for an Annual Review, as set out in clause 6 below:
 - 3.2.1 then, provided that the Client has met all of its contractual obligations and until this Agreement is terminated in accordance with Clauses 10 or 11, this Agreement will automatically renew for further 12-month terms ("**Further Term/s**");
 - 3.2.2 the Contract Price for the Further Term will automatically increase as provided for in clause 5.3 below.

4. Funds held on trust for client

If the Association Manager collects or otherwise handles any moneys belonging or owing to the Client, then it does so as the Client's trustee, and must:

- 4.1 Keep those monies separate from the Association Manager's other monies;
- 4.2 Account for any GST component of such moneys in accordance with the GST legislation; and
- 4.3 Account to the Client for those monies on demand.

5. Contract Price

- 5.1 The services outlined in Schedule B will be carried out at the hourly rates as specified in Schedule A: Management Fees.
- 5.2 The Association Manager may revise the Contract Price in accordance with the terms of Clause 6 (Annual review of Program of Works and Contract Price) below.
- 5.3 Unless the Association Manager gives notice of the need for an Annual Review, there will be an automatic Consumer Price Index (CPI) as reported by the Australian Bureau of Statistics) price increase on all contract rates based on the previous 12 months change in CPI. Such amendment to occur on 1 July in each year commencing 1 July 2025.
- 5.4 The Association Manager will undertake no additional fee generating work outside the contract terms without the express approval in writing of the Client. All such work must be fully quoted to the Client so that all parties are in agreement before work is begun.

6. Annual Review of Program of Works and Contract Price

- 6.1 Should the Association Manager, in its sole and absolute discretion, decide that an Annual Review of the Program of Works and Contract Price ("**Annual Review**") is required then, no less than 30 days prior to the anniversary of the Commencement Date, the Association Manager will send a notice in writing to the Client requesting that an Annual Review be conducted on dates and times suggested in the notice ("**Review Notice**").
- 6.2 The Client is required to respond to the Review Notice within 30 days of receipt and confirm which of the suggested dates and times are suitable to it.
- 6.3 At the Annual Review:
 - 6.3.1 the Association Manager will present evidence to the Client of the work performed during the previous term and what the fees in respect of such work were; and
 - 6.3.2 the parties shall, in good faith, attempt to agree on new fees payable by the Client for the Further Term.
- 6.4 Should the parties not be able to reach agreement on the new fees for the Further Term, then the Association Manager may deliver a Notice of Termination of this Agreement in accordance with clause 10.

- 6.5 Should the Client fail to respond to the Review Notice then the Association Manager may, at its sole election:
- 6.5.1 give Notice of Termination of this Agreement in accordance with clause 10; or
 - 6.5.2 in its sole discretion set the new fees payable by the Client for the Further Term and give written notice to the client of the new fees.

7. Performance

- 7.1 The Association Manager will carry out the Program of Work, in a professional manner with reasonable care and diligence and in accordance with all applicable laws.
- 7.2 The Association Manager's appointed Service Delivery Team will be responsible for the conduct and timely completion of the Program of Work. Liaison between the Association Manager and the Client in respect of the Program of Work will be conducted between the Client's representative(s) and the Association Manager's representative(s).
- 7.3 If the Client, acting reasonably, is not satisfied that any of the Association Manager's personnel are performing the Association Manager's obligations in accordance with this Agreement, then the Client may, by notifying the Association Manager 30 days in advance, request the Association Manager to substitute the relevant personnel of the Association Manager with a person acceptable to the Client.
- 7.4 For the avoidance of doubt the President (or equivalent position) of the Client will, in the event of a formal ruling being required relating to this contract, be the official representative of the Client for such matters.

8. Payment

- 8.1 The Client will pay to the Association Manager the fees set out in Clause 5 upon receipt of a monthly invoice incorporating the hourly fees plus GST and expenses incurred in provision of services to the Client. Such fees are to be paid within 14 days of invoice date.
- 8.2 Any invoice issued by the Association Manager must specify the amount payable, any expenses payable, and any additional information required by the GST legislation.

9. Confidentiality and Intellectual Property

- 9.1 The Association Manager shall treat information disclosed to it by the Client as confidential and shall continue to do so. However, the Association Manager may use and disclose the Client's information but only as reasonably necessary for performing the Program of Work. The obligations of confidentiality under this clause do not extend to Client's information that:
- 9.1.1 Is rightfully known or in the possession or control of the Association Manager and not subject to an obligation of confidentiality on the Association Manager;
 - 9.1.2 Is public knowledge (other than as a result of a breach of this Agreement); or
 - 9.1.3 The Association Manager is required by law to disclose.
- 9.2 The Association Manager agrees that all rights relating to any intellectual property, including but not limited to copyright, design, trademark, trade secret or confidential information, which is first created or developed pursuant to the Program of Work will on its creation vest in the Client.

10. Termination by notice

- 10.1 Either party may terminate this agreement by at least three months' written notice to the other. The Client has been specifically informed, and acknowledges, that the Association Manager requires a 3-month notice period so that there is sufficient time to do a proper handover, and the Client agrees that this notice period is reasonable in the circumstances.
- 10.2 On termination of this Agreement under this Clause 9, the Client shall pay all fees and expenses due to the Association Manager at the time of termination and in accordance with the payment schedule in Schedule A.

11 Termination without notice

- 11.1 Either party may immediately terminate this agreement if the other party:
 - 11.1.1 Commits any serious or persistent breach of this agreement which is in the reasonable opinion of the other party incapable of rectification; or
 - 11.1.2 Fails to remedy, to the first named party's reasonable satisfaction, a breach of any provision of this agreement within one week of receiving a notice from the first named party identifying the breach and requiring the breach to be remedied; or
 - 11.1.3 Becomes bankrupt or goes into liquidation or makes any assignment arrangement or composition with one of its creditors on the happening of the event; or
 - 11.1.4 Is subject to a finding of guilt for a criminal or civil offence, other than an offence which, in the reasonable opinion of the first named party, does not affect its ability to perform their obligations; or
 - 11.1.5 Or a nominated employee of the other party, in the performance of services, commits any act of misconduct, fraud or dishonesty; or
 - 11.1.6 Ceases business.
- 11.2 On termination of this Agreement under this Clause 10, the Client shall pay all fees and expenses due to the Association Manager at the time of termination and in accordance with the payment schedule in Schedule A.

12. Default

If the Client defaults in payment of any part of the Contract Price or interest or other money payable under this agreement, or in the performance or observance of any condition applicable to this agreement, and if 14 days elapse after notice in writing specifying the default has been given by the Association Manager to the Client to remedy the default, and the default still continues, then the whole of the Deposit and other money owing or for the time being remaining unpaid under the agreement, notwithstanding anything in this agreement and without prejudice to any other rights of the vendor at their option, become immediately payable and recoverable.

13. Service of Notices

- 13.1 Any notice or other communication to be given by one party to the other must be given in writing and signed by its authorised representatives and must be served by either:
 - 13.1.1 Hand with signed receipt;
 - 13.1.2 Courier;

13.1.4 Email- which must be acknowledged as received and legible; or
13.1.5 Australia Post- registered mail addressed to party at the address as listed in Schedule C: Addresses for Notices.

13.2 All notices, demands, and other communications required or permitted to be given hereunder shall be in writing and served in the manner as described.

13.3 Either party may change the address to which communications are to be directed by giving written notice to either party in the manner provided in 13.1.

13.4 Addresses for notices may be amended as agreed between the parties in writing from time to time as required and are to be noted in Schedule C: Addresses for Notices.

14. Assignment

The Client may not assign or novate its obligations or the benefit of its rights under this Agreement without the prior approval in writing of the Association Manager. Such assignment to be not unreasonably withheld. The Association Manager may not assign or novate its obligations or the benefits if its rights under this Agreement without requiring the prior approval of the Client.

15. Entire Contract

This Agreement is the entire agreement between the parties in relation to the Program of Work and any representation, warranty, condition, promise, undertaking or other provision not expressly set out in this Agreement shall have no force or effect.

16. Disputes

Any claim, dispute or question in connection with this Agreement which cannot be resolved between the parties within 30 days of the date the dispute was notified to the other party shall be referred to the Australian Commercial Disputes Centre for dispute resolution.

17. Relationship

Nothing in this Agreement constitutes the creation of a relationship of employment, agency or partnership between the parties.

18. Governing Law

This Agreement is governed by the law applicable in New South Wales. Each party submits to the non-exclusive jurisdiction of the courts of New South Wales.

19. Goods and Services Tax

19.1 In this Agreement, Goods and Services Tax ('GST') means any tax on the supply of goods or services imposed under the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) (as amended) and all related legislation ('GST legislation') designed to tax the consumption of goods and services within Australia.

19.2 If any goods or services supplied by a Supplier to a Recipient under this Agreement are liable to GST, then payments for those goods and services must be:

19.2.1 Increased by the amount of GST payable (without any deduction for any tax credits that the Supplier might be entitled to claim); and

- 19.2.2 Decreased by any reduction in the cost to the Supplier of supplying the goods or services arising from any change in other taxes, duties or statutory charges under GST legislation.
- 19.3 If GST is payable, the Supplier warrants that it is registered under GST legislation and must provide to the Recipient:
 - 19.3.1 On request, evidence of registration (that is, an Australian Business Number) under GST legislation;
 - 19.3.2 A tax invoice (as approved under GST legislation) within 14 days of any purchase from the Supplier; and
 - 19.3.3 On request, any other document or assistance required by the Recipient to claim any available tax credit for, or recover any, GST payments.

20. Indemnity

- 20.1. The Association Manager indemnifies the Client against any claim, liability, loss or damage the Client suffers, directly or indirectly, because of the Association Manager's act, failure to act, negligence or default with respect to:
 - 20.1.1 death or injury to any person;
 - 20.1.2 damage to or destruction of any property;
 - 20.1.3 infringement of intellectual property rights; and
 - 20.1.4 unauthorised disclosure of the Client's confidential information.
- 20.2 The Client indemnifies, and keep indemnified the Association Manager, its officers, employees, volunteers and agents against all claims, actions, demands, proceedings, liabilities, damages, costs and expenses whatsoever and howsoever arising, paid, suffered or incurred by the Association Manager, its officers, employees or agents, directly or indirectly as a result of or in connection with the actions of the Client.
- 20.3 Such indemnity specifically includes indemnifying and keeping indemnified the Association Manager from:
 - 20.3.1 any act, neglect or default of the Client or its agents, employees, licensees or customers;
 - 20.3.2 the proven infringement by Association Manager of the intellectual property rights of any third party by reason of any use by Association Manager of the intellectual property rights; and
 - 20.3.3 any successful claim by any third-party alleging libel or slander in any matter arising from the supply of the services,provided that this liability has not been incurred by the Association Manager through any default in carrying out the terms of this agreement.

21. Use of Name

The Association Manager must not use the name, trademarks or logo of the Client as a means of endorsing or promoting its business, products or services without the Client's prior written consent.

22. Change of Name

Either party reserves the right to change its business/trading names without impact on this Agreement.

23. Association Manager Employees

- 23.1 All members of staff of the Association Manager remain the employees of the Association Manager. Any interest the Client may have in directly employing any staff member of the Association Manager must be expressed in the first instance to the Association Manager's Managing Director.
- 23.2 Such employment will be subject to agreement by the employee, the Association Manager's Managing Director and the Client and will be subject to a one-off fee, payable by the Client to the Association Manager, equivalent to 35% of the employee's annual salary. This fee will be applicable should an employee of the Association Manager commence employment with the Client at any time within six months of resigning from the Association Manager. Except that where an employee is hired at the request of the Client to act on their behalf and covered by a separate contract this clause may not automatically apply.

24. Insurance

- 24.1 The Association Manager and each of its subcontractors (if any) shall, at its own cost and expense, purchase and during the full currency of this Contract maintain in full force and effect with reputable and substantial insurers, valid insurance suitable and sufficient to give cover against any claim or indemnity whatsoever arising in connection with the performance of the Program of Work or otherwise in connection with this Contract, which insurance shall include but not necessarily be limited to:
 - 24.1.1 Workers Compensation;
 - 24.1.2 Public Liability for a sum insured of not less than \$A20,000,000 per occurrence, and being unlimited in the aggregate in any one period of insurance; and
 - 24.1.3 Professional Indemnity for a sum insured of not less than \$A2,000,000 for any one claim and in the aggregate, with provision for reinstatement for the period of insurance.
- 24.2 The Association Manager shall provide proof of the above coverage if requested by the Client.

Schedule A: Management Fees

For period commencing: 1st January 2025

The Association Specialists' fees are listed below for the provision of association management services to the Australia New Zealand Trauma Society (ANZTS)

Association Management Fee

1. Annual Association Management fee

The annual Association Management Fee will be based on an hourly fee structure with a minimum and maximum cap per month in place. Based on our hourly fees set out below, this cap will equate to between **\$1,500 + GST and \$2,500.00 + GST per month**. Should the Association Manager elect to conduct an Annual Review of the fee in terms of clause 6 of this agreement then this fee may be revised.

NOTE: This allows for a maximum of 22 hours per month to deliver the specified scope of services

2. Exceeding the maximum cap for 3 consecutive months

Should you exceed the maximum cap set out above for 3 consecutive months, then the Association Manager may, in its sole discretion, choose to charge you for the fees in excess of the maximum cap. Should the Association Manager elect to do so, then it will invoice you for the excess fees, with such invoice being payable within 14 days.

3. Annual Maximum Cap

An overall 12-month maximum cap of **\$30,000.00 + GST** will apply ("**Annual Maximum Cap**"). The Association Manager reserves the right to adjust its final invoice for the 12-month period such that individual fees for specific months may be adjusted such that the Annual Maximum Cap is not exceeded.

4. Non-Standard System Levy

A non-standard systems levy of **15%** of the monthly management fees will apply in cases when TAS is required to use systems other than those which TAS uses as standard (these will typically be database or accounting systems). This will be applied to the monthly management fee and may result in the maximum cap being adjusted. **This currently does not apply to ANZTS.**

5. Monthly Disbursement Fees

An additional charge equivalent to **3%** of the monthly management fee will be charged each month to cover the costs of the following items:

- Printing and photocopying
- Emails
- Postage – including Franked Post & Express Post (but excluding Bulk Post)
- Stationary
- Telephone – including line rental and call costs)

How do we calculate our fees?

Our annual fee is calculated based on the following hourly rates (+ GST):

Services	Fees
Membership	\$115.00
General Office Admin	\$115.00
CEO	\$165.00
Finance	
General Bookkeeping, Monthly Reconciliations and Reports	\$115.00
Consulting, Annual Accounts (no audit), BAS	\$165.00
Newsletter / Journal	\$115.00

Please note the following:

- Outsourcing of specialised service providers / consultants, if required, would be subject to additional costs. Supplier invoices, free from mark-ups, will be supplied

Expense Recovery & Travel

Any additional third-party external costs will be charged in line with the Standard On-Costs Schedule.

Additional Fees

Additional services outside the agreed contract will be charged at the hourly rates noted in the table above, in accordance with an Agreement with the Client prior to the work being undertaken. In our experience, additional charges are rare as we aim to tailor the original proposal to the Client's requirements. Should additional services be added to the brief after contracting, the rates above would apply by-the-hour for our time in providing those services.

The Association Manager will recover at cost expenses incurred directly in relation to the provision of services. These will be fully documented for approval by the Client. All such claims will be supported by relevant documentation.

Charges for external services such as web & graphic design, print, venues, insurance, satchel packing, audio-visual, exhibition construction, program app development and additional stationery will be passed on to the Client. Quotations for these outside services are obtained for the Client's consideration and are all included as budget items. When goods or services are arranged from Suppliers on the Client's behalf, the Suppliers' original invoices, free from mark-ups, rebates or commissions, are presented for payment.

Payment Terms

The Association Manager will provide a monthly invoice incorporating timesheets, a monthly fee and expenses incurred in provision of services to the Australia New Zealand Trauma Society (**ANZTS**) will be required within 14 days of invoice.

Standard On-Costs

Item	Fee (All rates below are GST exclusive)
Registration System / Database Fee	Recharged as per supplier invoice
Postage <ul style="list-style-type: none"> Bulk Post / Parcels 	As per Australia Post receipt
Storage	Offsite storage of archived goods attracts a fee of: <ul style="list-style-type: none"> \$250 + GST < 10 boxes \$500 + GST > 10 boxes These fees are subject to CPI increases.
Credit Cards <ul style="list-style-type: none"> VISA / Mastercard American Express 	Included direct merchant cost 1.5% 2%
Electronic Gateway	\$350 per annum for the use of TAS electronic payment gateway (Securepay) plus any transactional fees at cost
Satchel Packing / Delegate and or sponsor gift packs* *TAS staff packing Offsite packing charged at cost	\$.50 up to 5 inserts per satchel \$1.00 up to 6 + inserts per satchel \$1.50 for 15 + inserts per satchel
Inhouse Credit Cards	Use of TAS Credit Card to fund client expenses will incur a 3% service fee on total transaction value
BAS Return (GST Reporting)	\$350 per return
Staff Travel, Accommodation & Living Expenses <ul style="list-style-type: none"> Transport (Flights, Taxis, UBER, Parking) Accommodation Use of own Vehicle Meals - Daily Rate - Breakfast - Lunch - Dinner	Applicable when TAS Staff are required to attend meetings outside the TAS office / travel domestically or internationally for conferences, meetings etc Recharged at cost, supported by third party receipts Recharged at cost, supported by third party receipts .40c per kilometre Where the TAS team are onsite at an event / meeting and meals are not included, TAS will charge a daily rate per team member. In the instance that only selected meals are provided, TAS will apply the rates below \$120 per staff member onsite at event / meeting \$30 per staff member onsite at event / meeting \$30 per staff member onsite at event / meeting \$60 per staff member onsite at event / meeting
Non-contract out of office Staffing	Should the client wish to engage staff for out of office activities such as staffing a trade show booth, attendance at additional conferences / seminars or other non-contract engagements, a flat rate of \$800 will be levied for that staff member per day, or \$500 per half day.
License Fees and Subscriptions	All license fees and subscriptions relating to the client's activities (as approved in advance by the client) will be charged at cost. This may include accounting software (XERO), Board management software, registration database marketing platforms etc.

Schedule B: Services Provided

For period commencing: 1 January 2025

Below is a table outlining all of the services which will be provided under this contract for the Australia New Zealand Trauma Society (ANZTS)

The Association Specialists is able provide the following services to the Client. Please note that the 'Y/N' column is representative of 'Yes' and 'No' and 'C' means in collaboration. All services marked with 'Y' are included in the current scope of services.

Items marked * may incur additional fees, as set out in the Standard On-Costs table set out in this proposal.

Category	Service	Y/N
Office Management and Infrastructure	Provision of an allocated organisation management team to coordinate day-to-day operations of the organisation	Y
	Storage (digital and physical) for current filing (up to two years' materials)	Y
	Offsite storage of non-current materials in accordance with agreed archiving policy	Y
	Stationery management for ongoing use	Y
	Provision of business systems to enable effective operation of the organisation	Y
	Provision of a dedicated phone number (including voicemail personalised for your organisation), fax and email address*	Y
	Provision of a PO Box, all mail handling and a physical address for couriers/deliveries	Y
	Preparation and distribution of management reports	Y

Category	Service	Y/N
Communication	Responding to or re-direction of enquiries/correspondence from members, the general public and all other stakeholders	Y
	Responding to enquiries/correspondence from the Executive, Executive Committee Members and other Office Bearers.	Y

Category	Service	Y/N
Membership Management	Maintenance of complete and accurate membership records within the selected database system	Y
	Responding to member queries as required	Y
	Processing of new membership applications and communication to potential members through the application process	Y
	Review and follow-up of all outstanding membership dues	Y
	Maintain existing prospective member database	Y
	Management of the membership renewal process: <ul style="list-style-type: none"> Production and distribution of notices Production and distribution of reminder notices Processing of all renewals into database Production and distribution of tax invoices 	Y
	Processing of membership receipts and distribution of confirmation letters	Y
	Preparation and distribution of monthly reports relating to membership/new member demographics and statistics for Executive Committee	Y
	Preparation and distribution of new member information	Y

Category	Service	Y/N
Financial Management	Maintenance and preparation of complete books of account for the Organisation	Y
	Receipting and prompt banking of all monies	Y
	Collation of invoices for payment, obtain approvals and coordinate payment in a timely manner	Y
	Monthly recording and preparation of accounts for payment	Y
	Production and distribution of the following financial reports monthly or upon request:	Y
	<ul style="list-style-type: none"> Balance Sheet Profit & Loss Key account reconciliations (Bank, Debtors and Creditors) 	
	Preparation and submission of quarterly BAS returns*	
	Preparation and completion of annual returns required by the local and/or national governing body when they fall due	Y
	Coordination of preparation and submission of annual tax returns * (by an outsourced provider)	Y
	Coordinate audit by an independent auditor	Y

Category	Service	Y/N
Executive Committee Meetings	Preparation of agenda and action item list	Y
	Collation and distribution of Committee reports and papers pre-meeting(s)	Y
	Participate via teleconference or in person	Y
	Production, distribution and filing of minutes post meeting(s)	Y
	Maintenance of corporate documents and records	Y
	Management of logistics for all meetings	Y

Considerations:

The above provisions for meeting management services apply to the following:

- 4 x Board Meetings Per Annum plus the AGM as detailed in governance

Any additional meetings will be subject to additional fees.

Category	Service	Y/N
Marketing, Website & Publication Support	Maintenance and management of Website	Y
	Maintenance of a members' portal on the website	Y
	Updating of website calendar of events	Y
	Perform mass email blasts to members and subscriber databases as directed by the committee	Y
	Liaising with the elected web master to ensure currency and accuracy of information on the website	Y
	Uploading to the website of newsletters, journal articles, publications and sponsorship details	Y
	Upload Social Media content per direction by the Board / Committee (excludes content generation / sourcing)	N
	Co-ordination of the production of printed and web-based materials (excluding content generation)	Y

Category	Service	Y/N
Event Coordination (Excluding the National Conference)	Liaison with event coordinators regarding timing, format and content of events (virtual learning / ad-hoc webinars)	N
	Preparation of electronic promotion material and distribution to members (including web master for updates)	N
	Set up of registration on on-line system, processing and if relevant receipting all registrations	N
	Coordination of all event logistics, including speaker liaison, platform management and on the day event support	N
	Financial management of the event/s, including the preparation of a budget, preparation of a P&L, management of accounts payable/receivable	N

Category	Service	Y/N
Governance Support inc AGM	Advising the Board / Executive on legislative matters and the interpretation of the Organisation's constitution	Y
	Acting on behalf of the Public Officer for the Organisation in preparing and submitting the mandatory reports to the local or national governing body	Y
	Management of statutory compliance with the local or relevant governing body	Y
	Maintenance of corporate documents and records	Y
	Preparation and management of the Annual General Meeting, including:	Y
	<ul style="list-style-type: none"> • Preparation of agenda and action list • Preparation of nomination and proxy forms • Collation and distribution of reports and meeting papers (including Executive Committee reports and legislative reports i.e., financial audit report and directors report) • Management of logistics for meeting • Production, distribution and filing of minutes post meeting • Maintenance of corporate documents and records 	

Schedule C: Addresses for Notices

For period commencing: 1 January 2025

Any notices required to be sent to parties to the contract in accordance with Clause 10 will be addressed as follows:

Notices to the Association Manager shall be addressed as follows:

The Association Specialists Pty Ltd
PO Box 576, Crows Nest NSW 1585

Attention: Nell Harrison

Email: nell@theassociationspecialists.com.au

Notices to the Client shall be addressed as follows:

Australian New Zealand Trauma Society
PO Box 576, Crows Nest NSW 1585

Attention: Dinesh Varma

Email: dkvarma93@gmail.com