



2018 – 2019 Schedule and Checklist for Secretaries of Affiliated Clubs

Please file this document with your minutes and refer to it to check every month if forms have been received or need to be sent.
If forms are not received by the date to comply with these deadlines contact 0412 638 373 or secretary@gardenclubs.org.au.

WHAT WILL HAPPEN	You should receive On or By this date	GCA Form No.	What you should do	On or By this date	Checked/Date
Reaffiliation Tax Invoice Form will arrive	By end October 2018	1	Only if your club's financial BSB and/or Account details have changed in the past 12 months: Fill in and return the tear-off section.	By 8 December 2018 (or when details change)	___/___/___
Membership Number Form [individuals you want covered by insurance] will arrive	By end October 2018	2	Certify Club's total number of members. (Your Insurance invoice will be based on this number)	By 8 December 2018	___/___/___
Magazine Subscription Tax Invoice will arrive	By end October 2018	3	ONLY IF you want to change the number of journals you receive: Fill in and return the tear-off section	By 20 December 2018	___/___/___
Postal Address & Registration Information Form will arrive	By end October 2018	4	ALL CLUBS: Fill in and return the whole form to confirm contact details	After Club's AGM (or when details change)	___/___/___
Our Gardens Magazine Autumn Issue			DEADLINE: For all articles, club news and diary dates.	12 November 2018	
Magazine Subscription Will be direct debited			Details are due to be provided to the Subscription Officer by 20 December 2018	Direct Debit mid-January 2019	
Affiliation Subscription Will be direct debited			Details are due to be provided to the Treasurer by 8 December 2019	Direct Debit mid-January 2019	
Our Gardens Magazine Winter Issue			DEADLINE: For all articles, club news and diary dates.	1 March 2019	

WHAT WILL HAPPEN	You should receive On or By this date	GCA Form No.	What you should do	On or By this date	Checked/Date
Insurance Renewal Insurance Notice will arrive	During February/March 2019		Details were due to be provided to the Membership Secretary by 7 December, 2018	Direct Debit in mid-April 2019	
Insurance Certificate of Currency will be issued	By mid-late April, 2019		Certificates will be issued once direct debit has been cleared		
Our Gardens Magazine Spring Issue			DEADLINE: For all articles, club news and diary dates	1 June 2019	
Our Gardens Magazine Summer Issue			DEADLINE: For all articles, club news and diary dates.	1 September 2019	
AGM Notice	By end of July 2019		See Below		
CONVENTION 2021 Bid			Submission must reach Secretary	By end of June 2018	
GCA Awards and Nomination Guidelines – forms will arrive	By end of March 2019		Discuss Nominations for Awards at Club meeting	Awards nominations due to GCA by 12 July 2019	
Notices of Motion Forward all motions for AGM to Secretary	These must be signed by the President and Secretary of the affiliate and forwarded by 31 May 2019 so that they can be distributed to all affiliates with the Delegate/Proxy Voting papers which go out in early June 2019.			By 31 May 2019	
New Nominations For Committee. Forward all nominations to Secretary	The Committee meets in Sydney approximately six times each year. Any financial affiliate may nominate one member of its club in writing. The nomination must be signed by two affiliate office bearers and the nominee. Affiliates will be advised if voting is required for committee.			By 15 July 2019	
Delegate Nomination Form. Any Club that wishes to vote at the AGM, must return nomination form to Secretary	By end of June 2019	Delegates may record a postal vote if unable to attend and affiliates may nominate another member of an affiliate as proxy by notice returned to the Secretary.		Delegate nomination form by 15 July 2019	
Schedule and Checklist for 2019/20	By end of August 2019	If forms are not received by this date, contact the Secretary at secretary@gardenclubs.org.au			

