



Career Development
Association Australia

2024 Annual General Meeting

Tuesday 14 May 2024

Online meeting via Zoom
7.30 PM AEST

Career Development Association of Australia Inc.
ARBN 061 218 639
PO Box 530 Torrens Park SA 5062
Telephone: 0412 102 477
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Career Development Association Australia

2024 ANNUAL GENERAL MEETING OF THE CAREER DEVELOPMENT ASSOCIATION of AUSTRALIA INC.

The AGM is the formal member meeting for the year where Association performance in the previous year is reported, new executive is ratified, and any other important issues impacting the future of the Association are addressed.

All financial members are invited to attend, however only Life, Fellow, Professional, Associate and Retired Members are entitled to vote on general matters, and Life, Fellow and Professional Members only may vote on constitutional matters.

Best wishes are extended to the incoming Executive for 2024 - 2025.

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Career Development Association Australia

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC.
ARBN 061 218 639

Draft Minutes of the 2023 Annual General Meeting

Tuesday 16 May 2023,

Online via Zoom

1. Open Meeting

The National President of CDAA Linda Jeffrey in the Chair.

Meeting opened and all welcomed at 7.00 pm AEST.

2. Attendees

<i>Name</i>	<i>Member Type</i>
Theo Abels	Professional
Elizabeth Antonio	Associate
Paul Armstrong	Professional
Nicola Barnard	Professional
Kristin Baumann	Professional
Maggie Bolton	Life
Ann Brewer	Professional
Kate Brinsmead	Professional
Ursula Bronicki	Professional
Tanya Brookes	Professional
Carole Brown	Life
Jason Brown	Professional
Jennifer Carlin	Professional
Karen Collins	Associate
Mark Cowell	Professional
Sean Croon	Professional
Marianna Crow	Professional
Robert Cugno	Professional
Bruno Doring	Professional
Sue Ellson	Professional
Norma Fakhouri	Professional
Kate Flaherty	Fellow
Kathleen Franklyn	Professional
Marilyn Garbin	Professional
Allan Gatenby	Professional
Natasha Gibbins	Professional
Jayne Gladish	Professional
Claire Harvey	Professional
Wanda Hayes	Fellow
Rebecca Herbertson	Professional
Narelle Hess	Fellow
Frank Interrigi	Professional
Linda Jeffrey	Professional
Ty Jones	Professional
Mariana Joseph	Fellow
Alan Kilfoyle	Professional
Sujin Kim	Professional

Grace	Kinch	Professional
Sharlene	Kuruppuarachchi	Student
Robin	Ladwig	Professional
Alana	Lane	Professional
Pamela	Ledley	Professional
Trent	Loader	Professional
Malcolm	Lobban	Professional
Melita	Long	Professional
Jane	Lowder	Fellow
Jennifer	Luke	Professional
Meaghan	Lust	Professional
Ellie	Maddinson	Subscriber
Melissa	Marsh	Student
Gaynor	Martyn	Professional
Rick	Mason	Professional
Annette	Miller	Associate
Helen	Milton	Professional
Cecily	Moreton	Professional
Diana	Noor	Professional
Glenda	O'Brien	Professional
Judy	O'Donohue	Professional
Belinda	Oldland	Professional
Amanda	O'Neill	Subscriber
Robert	Palmer	Professional
Tina	Papadakos	Professional
Maria	Papadimitriou	Professional
Jane	Pingo	Professional
Cema	Santos	Professional
Joanne	Shambler	Life
Sarah	Simmons	Professional
Leonie	Stanfield	Professional
Helena	Steel	Professional
Julie	Street	Professional
Christopher	Summers	Life
Tina	Tedesco-Vella	Professional
Annique	Teycheney	Professional
Thuy	Tran	Professional
Rosemary	Urbon	Professional
Sarah	Valdez	Professional
Ann	Villiers	Life
Hugh	Wakefield	Professional
Louise	Walsh	Professional
Caroline	Wilson	Associate
Heidi	Winney	Fellow
Christine	Wood	Professional
Heather	Zohori	Professional

3. Apologies with Proxy Receipts and Allocations

<u>Name</u>	<u>Member Type</u>	<u>Proxy Nomination</u>
Mita Das	Professional	Mariana Joseph
Beth Evans	Professional	Chair Linda Jeffrey
Julie Grimshaw	Retired	Chair Linda Jeffrey
Laura Hughes	Professional	Chair Linda Jeffrey
John Hutchinson	Professional	Jane Lowder
Marie Knight	Professional	Chair Linda Jeffrey
Col McCowan	Fellow	Mariana Joseph
Peter McIlveen	Fellow	Jennifer Luke
Brendan Pigott	Professional	Chair Linda Jeffrey
Gerardine Rudolphy	Professional	Chair Linda Jeffrey
Margaret Selby	Professional	Chair Linda Jeffrey
Linda Terrell	Professional	Mariana Joseph
Gillian Turner	Professional	Chair Linda Jeffrey
Stephen Wyatt	Professional	Linda Jeffrey

4. Declaration of Meeting Quorum

As of 15 May 2023 there were 923 financial CDAA members entitled to vote at the AGM. The Constitution requires that 5% of members present in person or by proxy constitute a quorum, which is 46. Eligible attendees by proxy and in person at this meeting total 93, therefore a quorum is declared.

Agenda Item 9, Proposed Constitutional Amendment:

Life, Fellow and Professional members may vote on changes to the Constitution. 75% of those attending in person and by proxy must vote “yes” for a change to the Constitution to pass.

There are 75 eligible voting members present and 13 eligible votes by proxy, totalling 88.

68 affirmative votes are therefore required. Recognising the 13 proxy affirmations, this requires 53 affirmative votes from the 75 eligible voting members present.

Declared by Peter Mansfield, Returning Officer.

5. Apologies

<u>Name</u>	<u>Member Type</u>
Mark Gregory	Professional
Gerard Torpy	Retired
Michelle Miller	Professional

6. Minutes of the 2022 AGM

Minutes of the 2022 AGM had been provided to members prior to the meeting. Members were referred to pages 2-6 of the AGM Booklet.

National Secretary Mariana Joseph called for any matters arising. There were none.

It is resolved that the minutes as presented for the 2022 CDAA Annual General Meeting held at Crowne Plaza Coogee Beach NSW on 14 May 2022 are an accurate record of that meeting.

Moved: Mariana Joseph, Seconded Leonie Stanfield

National President Linda Jeffrey called for a poll of those supporting the motion and on the basis of the poll and proxy votes, declared the motion carried.

7. CDAA Annual Report 2022

National President Linda Jeffrey summarised her report and commended the full Annual Report to the meeting, which was taken as read. Members were referred to pages 7-11 of the AGM Booklet. Questions or comments were invited, but there were none.

It is resolved that the CDAA Annual Report for 2022, inclusive of President's Report and Organisational Health, be accepted.

Moved: Linda Jeffrey, Seconded: Leonie Stanfield

National President Linda Jeffrey called for a poll of those supporting the motion and on the basis of the poll and proxy votes, declared the motion carried.

8. CDAA Financial Report 2022

The Financial Report for the year ended 31 December 2022 including the Audit Report, had been provided to members prior to the meeting. Members were referred to pages 12-26 of the AGM Booklet.

On behalf of National Treasurer Stephen Wyatt, CEO Peter Mansfield noted that the Association achieved an operating surplus for 2022, however the 2022 Conference resulted in a loss and therefore net deficit. Members were directed to the 2022 Conference financial analysis and recommendations provided by Stephen Wyatt, which have been fully implemented for the 2024 National Conference. The Statement of Financial Position (page 17) shows the Association is in a sound financial position.

Peter Mansfield called for any questions or matters arising, and responded to member queries regarding CPD and Web Store budget for 2023. Online chat commentary was supportive of the recommendations for mitigating potential future loss from National Conferences.

It is resolved that the CDAA 2022 Financial Report, inclusive of 2022 Statement of Accounts, 2022 Committee Member Payment Report, Auditor's Report and 2023 Budget, be accepted.

Moved: Linda Jeffrey, Seconded: Kate Flaherty

National President Linda Jeffrey called for a poll of those supporting the motion and on the basis of the poll and proxy votes, declared the motion carried. There was 1 proxy vote against the resolution.

9. CDAA Proposed Constitutional Amendment - NEC

National President Linda Jeffrey summarised the rationale for the proposed change to the Constitution, being to increase continuity and efficiency of governance and better manage the strategic demands of the Association. She also summarised the proposed changes to NEC structure and the planned transition process should the change be adopted. Members were referred to pages 27 - 29 of the AGM Booklet.

Online chat commentary was unanimously supportive of the recommendations, also consideration of state representation and whether the longer term will discourage nominations, being considered. A recommendation to consider aligning future strategic plans to the same 3-year timeframe was made.

It is resolved that the CDAA Constitution amendment to structure and terms of NEC as presented at the CDAA 2023 AGM, be adopted.

Moved: L Jeffrey, Seconded Mariana Joseph

National President Linda Jeffrey called for a poll of those supporting the motion and on the basis of the poll and proxy votes being overwhelming greater than the requirement according to the constitution, declared the motion carried. There were none against the motion.

That is:

5.1 National Executive Committee

- (i) The Association shall be governed by a Committee comprising:
 - (a) the Executive Office Bearers; and
 - (b) **five (5) General Committee Members; and**

- (ii) Ex officio Members of the Committee will comprise:
 - (a) The Immediate Past President for a period of two (2) years; and
 - (b) The appointed Operational Manager for the term of the employment contract; and
 - (c) Co-opted Members in accordance with Rule 5.1.1(iv)

- (iii) From the Annual General Meeting, election of each of the Committee Members will occur on an alternative yearly basis of **one third** of the National Executive Committee Members as follows:
 - (a) **Year One:**
 - 1. **National Secretary**
 - 2. **Two General Committee Members; and**

 - (b) **Year Two: (having regard to the elected offices in the immediate prior year):**
 - 1. **National President**
 - 2. **Two General Committee Members; and**

 - (c) **Year 3**
 - 1. **National Vice President**
 - 2. **National Treasurer**
 - 3. **One General Committee Member.**

- (iv) Terms of office of each Committee Member will be a maximum of **three (3) years**, subject to Rule 5.1.4.

10. Declaration of National Executive Committee for 2023-2024

Returning Officer Peter Mansfield confirmed that the election process and results were in accordance with the Constitution and Election Procedures. Members were referred to page 30 of the AGM Booklet.

The Returning Officer therefore declares Linda Jeffrey re-elected as National President, Paul Miller re-elected as General Committee member, Julie Street elected as National Secretary and Glenda O'Brien elected as General Committee member.

CDAA NEC for 2023 – 2024

Position	Member
National President	Linda Jeffrey
National Vice President	Kate Flaherty
National Secretary	Julie Street
National Treasurer	Stephen Wyatt
General Committee Member	Leonie Stanfield
General Committee Member	Michelle Miller
General Committee Member	Paul Armstrong
General Committee Member	Glenda O'Brien

As the proposed amendment to the structure of NEC (agenda item 9) is passed, a 5th General Committee position will be open as a casual vacancy. *The Committee may appoint such additional Members as shall be necessary to fill any vacancy in the number to be elected and any Member so appointed shall be deemed to have been elected as a Committee member at the Annual General Meeting.*

Online chat commentary was extremely supportive of the NEC and their service to members, the Association and the industry.

11. Acknowledgement of Retiring Committee Members

National President Linda Jeffrey thanked General Committee member Deborah Winton who retired earlier in the term and National Secretary Mariana Joseph who stands down at the end of her 6-year term. A gift was provided, in appreciation.

Mariana responded with gratitude.

Online chat commentary was thankful to Mariana for her years of service to NEC and members.

12. Close Meeting

National President Linda Jeffrey thanked all members for their attendance and contribution at the 2023 AGM. The meeting closed at 7.30 pm AEST.

Authorisation

These minutes are an accurate record of the proceedings of the meeting; subject to ratification at the CDAA 2024 AGM.



Linda Jeffrey National President CDAA
16.5.23



Peter Mansfield Public Officer CDAA
16.5.23

Resolution:

It is resolved that the CDAA Minutes as presented for the 2023 CDAA Annual General Meeting held online at 7pm AEST on Tuesday 16 May 2023 are an accurate record of that meeting.

Moved:

Seconded:

7. CDAA Annual Report 2023

National President Linda Jeffrey

Dear CDAA members

As my term as CDAA National President ends, having spent 6 years as an NEC member and 3 years as National President, I am pleased to present the CDAA National President's Report for 2023 - 2024 at this, our Annual General Meeting.

It has been a privilege to serve as CDAA President, and I am so grateful for the support and collaboration offered by members throughout this journey. The CDAA NEC team is passionate, committed, and rigorous in their approach to governance; it has been a joy for me over the last 3 years to chair NEC meetings in a respectful, energetic, and collaborative group culture.

National Office staff changes:

In January 2024, our long-standing and highly valued CEO Peter Mansfield retired, and Susan Hervey was appointed to take on this role. High-quality and committed staff are essential for CDAA operational success and consistent member services. Susan Hervey brings valuable skills and experience to the role, has hit the ground running, and is already building on the strong foundation established by Peter. Hopefully, as the year progresses, you will have an opportunity to engage with Susan; alongside our established staff members Kay Scutter and Georgia Kelly Bakker, CDAA is indeed lucky to have such a dedicated National Office team.

Governance & Constitutional changes:

CDAA NEC members are united in focusing on delivering good governance for CDAA with a continuous improvement approach. As agreed at the 2023 AGM, you now have 9 volunteer NEC members with a 2 x 3-year constitutional turnover to foster continuity, broaden the knowledge base of the group, and create more 'hands on deck' to guide CDAA's current and future direction. In addition to attending monthly NEC meetings, NEC members have an individual portfolio responsibility and attend Divisional President's meetings on a rotational basis to facilitate leadership group engagement.

Scheduled NEC Governance reviews include:

- Monthly Risk Management Strategy Reviews.
- Quarterly CDAA NEC Board/director Responsibility reviews.
- Annual NEC Capability Audit.
- Quarterly Financial Reviews.
- Quarterly Strategic Plan and NEC portfolio Reviews

2023 – 2024 Constitutional & Procedural Changes include:

- Streamlining & Clarification of Divisional Responsibilities and updates to Operational Procedures Manual.
- Changes to Professional and Affiliate Membership pathways: Alternate Pathway is no longer a category, the option for Extraordinary Case consideration is now available to ensure appropriately skilled and experienced individuals still can be considered for CDAA membership.
- With unanimous agreement from Divisional Presidents, Divisions are no longer required to hold an annual Divisional AGM. Special General meetings can be held as required to meet Divisional needs.

Thanks to CDAA National Secretary Julie Street for her proactive approach over the last 12 months to ensure CDAA Procedures remain current and meet the needs of members and the association.

Financial Stability and Governance:

Our association maintains a sound financial footing. Thanks to the diligent financial management of the CEO and Treasurer Stephen Wyatt, CDAA NEC governance practices ensure accountability and responsible stewardship of resources. As anticipated in the 2023 – 2024 financial year, there were costs associated with the retirement of our CEO – details included in the financial report.

or

Diversity Inclusion and Belonging:

In 2023 CDAA added a Diversity, Inclusion and Belonging (DIB) statement which now sits on the 'About us' page of the CDAA website. Whilst CDAA members demonstrate inclusive practice through their commitment to professional and ethical standards, this statement was developed as an important organisational commitment to raise awareness around DIB issues in all CDAA activities and member services, to generate a sense of inclusion and belonging for all members and staff regardless of background.

'CDAA aspires to create a diverse and inclusive environment where members, staff, volunteers, committee members, leadership groups and external partners are respected and have a sense of belonging. CDAA values the richness of work and life experiences that each of us bring to our Association. We are also committed to driving equal opportunities across all Association activities regardless of gender, age, race, ethnicity, sexual identity, disability, or any other bias'.

CDAA Commended:

This initiative was launched in June 2022; the purpose of CDAA Commended is to review career products and commend those which demonstrate a standard of quality against clear and transparent criteria. The aim was to provide career-seekers and career practitioners with a degree of certainty in considering career-related products and services. The number of CDAA commended products has continued to expand, and to date, we have 12 reviewed and commended products.

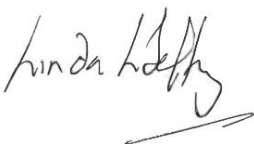
So many other people I could thank and things I could include, but this report provides a good snapshot view of CDAA in April 2024.

I extend my heartfelt gratitude to incoming and outgoing NEC members, Divisional volunteers, CDAA staff, members and partners who have been instrumental in our achievements. Their passion, dedication, and selfless contributions are the driving force behind our successes. This time next year the 2026 – 2030 CDAA Strategic planning cycle will be underway. I am confident in the continued success and growth of our association and encourage all members to actively participate, contribute ideas, and support the incoming leadership team in advancing our shared goals.

As a committed CDAA member, I am excited about the opportunities that lie ahead for our association and the positive impact we will continue to make in our industry, our communities, and in the lives of our clients.

Thank you for the privilege of serving as your President.

Warm regards,



Linda Jeffrey

CDAA HEALTH CHECK

2023



1162

MEMBERS

Down from 1208
Members in 2022



169

PARTNERS

Down from 209
Partners in 2022



In 2023, CDAA had 480
Find a Career Specialist
referrals

In 2022, CDAA had 493
referrals

PD EVENTS



121 events in 2023
with 2897 attendees

105 events in 2022
with 2529 attendees

SOCIAL MEDIA



10,991 page followers
in 2023

9200 page followers
in 2022



In 2023, the CDAA
Mentor Program had
43 matches

In 2022, the program also had
43 matches



Career Development
Association Australia

This report is a summary of
trends in membership, and
engagement within
your CDAA

Resolution:

It is resolved that the CDAA Annual Report for 2023, inclusive of President's Report, and Organisational Health, be accepted.

Moved:

Seconded:

Financial Statements

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC

ABN 81 053 778 740

For the year ended 31 December 2023

Prepared by Lee Green & Co Pty Ltd

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Committee's Report

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2023

Committee's Report

Your committee submits the Financial Statements of Career Development Association of Australian Inc ("the Association") for the financial year ended 31 December 2023.

Committee Members

The names of committee members throughout the year and at the date of this report are:

Linda Jeffrey - President	Paul Armstrong
Kate Flaherty - Vice President	Michelle Miller
Mariana Joseph - Secretary (part year)	Glenda O'Brien (part year)
Julie Street - Secretary (part year)	Leonie Stanfield
Stephen Wyatt - Treasurer	Ayesha Uman (part year)
	Deborah Winton (part year)

Principal Activities

The principal activities of the Association during the financial year were supporting its membership through connecting, developing, promoting and growing the career development profession.

Significant Changes

There have been no significant changes in relation to the Association during the year.

Going Concern

These Financial Statements have been prepared on a going concern basis which contemplates continuity of normal activities and the realisation of assets and settlement of liabilities in the ordinary course of those activities. The ability of the Association to continue to operate as a going concern is dependent upon the ability of the Association to generate sufficient cashflows from operations to meet its liabilities. The Committee of the Association believe that the going concern assumption is appropriate.

Operating Result

The operating result for the financial year was a deficit of \$25,883 (2022: \$25,708 deficit).

The Committee's Report is signed in accordance with a resolution of the National Executive Committee:



Linda Jeffrey (President)



Stephen Wyatt (National Treasurer)

Date 09 / 04 / 2024

Date 19/03/2024

Statement of Income & Expenditure

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2023

	NOTES	2023	2022
Income			
Membership Fees	8	323,830.92	370,314.42
Professional Development	9	26,124.72	32,437.94
Advertising and Sponsorship		1,943.77	2,349.98
International Membership		200.01	-
CDAА Commended		4,805.00	545.46
Total Income		356,904.42	405,647.80
Other Income			
Bank Interest Received		7,524.58	452.71
Consultancy and Sundries		939.69	154.55
Web Store Sales		2,025.66	145.41
Total Other Income		10,489.93	752.67
Total Income		367,394.35	406,400.47
Expenditure			
Accounting & Auditing		2,200.00	2,160.00
Administration Sundry		1,114.14	180.00
Advocacy		2,009.64	4,620.52
Affiliate Conferences		2,022.18	-
AGM Awards & Conference Expenses		-	2,407.20
Association Insurance		7,264.55	7,613.06
Bank Fees		266.98	280.59
Bookkeeper		12,222.50	14,501.50
Collateral and Promotion		-	1,980.00
Depreciation		2,985.99	2,435.73
Division Engagement		273.00	137.95
Employee Expenses	10	251,366.16	222,516.17
Honorariums		13,475.00	12,650.00
IT Subscriptions		9,070.56	8,658.61
IT Support		7,294.22	3,470.00
Membership Services	11	59,815.56	56,432.57
Merchandise		2,831.34	2,883.31
NEC & DP Sundry		452.04	774.95
Professional Development Costs	12	15,371.55	9,244.59
Postage & Couriers		161.73	457.93
Stationery & Printing		836.71	1,073.09
Store Sales Expenses		-	220.95
Telephone		2,243.05	3,384.51
2022 Sydney Conference Expenses		-	44,983.71
NEC Strategic Planning		-	12,048.20

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

Statement of Income & Expenditure

	NOTES	2023	2022
CDAА Brand Refresh		-	16,993.00
Total Expenditure		393,276.90	432,108.14
Current Year Surplus/ (Deficit)		(25,882.55)	(25,707.67)

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

Statement of Financial Position

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC As at 31 December 2023

	NOTES	31 DEC 2023	31 DEC 2022
Assets			
Current Assets			
Cash and Bank Accounts	2	331,853.85	376,222.76
Prepayments	3	6,189.82	5,201.30
Total Current Assets		338,043.67	381,424.06
Non-Current Assets			
Electronic Equipment & Furniture	4	6,100.14	4,957.28
CDAА Conference 2024 Seed Funding		62,000.00	-
Total Non-Current Assets		68,100.14	4,957.28
Total Assets		406,143.81	386,381.34
Liabilities			
Current Liabilities			
Trade and Other Payables	5	-	935.00
Employee Provisions	7	15,359.52	16,005.52
GST Payable		5,108.00	2,789.00
Revenue Received in Advance	6	67,381.03	31,380.56
Total Current Liabilities		87,848.55	51,110.08
Non-Current Liabilities			
Provision for Long Service Leave	7	18,608.36	11,047.28
Other Non-Current Liabilities			
Professional Membership in Advance		1,063.65	-
Associate Membership in Advance		281.82	-
Total Other Non-Current Liabilities		1,345.47	-
Total Non-Current Liabilities		19,953.83	11,047.28
Total Liabilities		107,802.38	62,157.36
Net Assets		298,341.43	324,223.98
Equity			
Retained Earnings - National		324,223.98	349,931.65
Current Year Earnings		(25,882.55)	(25,707.67)
Total Equity		298,341.43	324,223.98

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached audit report.

Notes to the Financial Statements

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2023

1. Summary of Significant Accounting Policies

These Financial Statements are a special purpose financial report prepared in order to satisfy the financial reporting requirements of the *Associations Incorporation Act 1985*. The Committee has determined that the Association is not a reporting entity.

The Financial Statements have been prepared on an accruals basis in order to recognise the transactions in the period to which they correctly relate. The statements show more than just the receipts and payments for the year and are based on historic costs, so do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these Financial Statements.

Accounts Receivable and Other Debtors

Accounts Receivable and Other Debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Electronic Equipment & Furniture (EEP)

Computer equipment, furniture and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all EEP is depreciated over the useful lives of those assets to the Association, commencing from the time the asset is held ready for use.

Accounts Payable and Other Payables

Accounts Payable and Other Payables represent the liability outstanding at the end of the reporting period for goods and services received by the Association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

Employee Provisions

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee provisions have been measured at the amounts expected to be paid when the liability is settled.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the Statement of Financial Position.

Income Tax

The Association is exempt from Income Tax, under the Income Tax Assessment Act 1997.

These notes should be read in conjunction with the attached audit report.

	2023	2022
2. Cash and Cash Equivalents		
CBA National A/C #6100	201,853.85	175,567.42
CBA Term Deposit #9548	130,000.00	200,655.34
Total Cash and Cash Equivalents	331,853.85	376,222.76
	2023	2022
3. Prepayments		
Prepaid Insurance	6,189.82	5,201.30
Total Prepayments	6,189.82	5,201.30
	2023	2022
4. Electronic Equipment & Furniture		
Computers and Electronic Equipment	10,548.71	10,157.58
Accum Depn - Computers and Electronics	(4,271.30)	(5,641.71)
Furniture	-	441.41
Total Electronic Equipment & Furniture	6,277.41	4,957.28
	2023	2022
5. Trade and Other Payables		
Trade Creditors	-	935.00
Total Trade and Other Payables	-	935.00
	2023	2022
6. Revenue Received in Advance		
Associate Membership	5,961.93	2,192.16
Fellow Membership	1,159.24	-
Professional Membership	52,344.72	23,163.70
Retired Membership [21060]	385.63	118.76
Student Membership	1,607.46	1,790.95
Subscription Membership	2,604.93	1,088.96
Total Revenue Received in Advance	64,063.91	28,354.53

These notes should be read in conjunction with the attached audit report.

	2023	2022
7. Employee Provisions		
Current Entitlements		
Provision for Annual Leave	13,597.76	14,401.64
Unpaid Superannuation	1,761.76	1,603.88
Total Current Entitlements	15,359.52	16,005.52
Non-Current Entitlements		
Provision for Long Service Leave	18,608.36	11,047.28
Total Non-Current Entitlements	18,608.36	11,047.28
Total Employee Provisions	33,967.88	27,052.80
	2023	2022

8. Membership Fees

Professional Membership	(245,002.82)	(263,191.88)
Associate Membership	(27,172.65)	(31,970.95)
Fellow Membership	(5,541.75)	(6,769.53)
Student Membership	(7,780.23)	(12,490.85)
Subscription Membership	(10,579.10)	(7,966.82)
Retired Membership	(1,933.21)	(2,081.80)
Corporate Partnership	(24,891.64)	(43,077.81)
Joining Fees	(929.52)	(2,764.78)
Total Membership Fees	(323,830.92)	(370,314.42)
	2023	2022

9. Professional Development

PD National	(5,666.36)	(12,292.54)
PD NSW Income	(736.29)	(4,765.32)
PD VIC Income	(2,149.98)	(627.21)
PD QLD Income	(2,513.61)	(3,327.24)
PD SA Income	(1,604.45)	(1,122.81)
PD WA Income	(12,358.50)	(10,302.82)
PD ACT.NT Income	(1,095.53)	-
Total Professional Development	(26,124.72)	(32,437.94)

These notes should be read in conjunction with the attached audit report.

	2023	2022
10. Employee Expenses		
Wages & Salaries	217,350.22	197,213.28
Superannuation Expense	23,192.75	20,110.14
Annual Leave provision	(803.88)	2,173.69
Long Service Leave Provision	7,561.08	(200.76)
WorkCover Levy	1,634.85	1,476.45
Staff Relationships	1,431.96	1,655.22
Staff Recruitment	1	-
Staff Employment Sundry	549.18	88.15
Total Employee Expenses	251,366.16	222,516.17
	2023	2022

11. Membership Services

Membership Bank Fees	3,901.14	3,735.37
Members PI and PL Insurance	39,521.49	38,403.32
Membership Services Sundry	-	200.00
Other Subscriptions	920.72	1,414.37
Service Fee Mem. Software	15,472.21	12,679.51
Total Membership Services	59,815.56	56,432.57
	2023	2022

12. Professional Development Costs

PD National expenses	3,406.11	812.64
PD NSW Expenses	240.91	1,343.64
PD VIC Expenses	1,524.42	654.55
PD QLD Expenses	526.36	748.59
PD SA Expenses	22.73	1,975.12
PD WA Expenses	8,451.02	3,627.00
PD TAS Expenses	200.00	83.05
PD ACT.NT Expenses	1,000.00	-
Total Professional Development Costs	15,371.55	9,244.59

These notes should be read in conjunction with the attached audit report.

Statement by the National Executive Committee

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC

For the year ended 31 December 2023

The National Executive Committee of Career Development Association of Australia Inc, certifies that the Financial Statements attached to this Statement give a true and fair view of the financial position and performance of Career Development Association of Australia Inc during and at the end of the financial year of the Association ending on 31 December 2023.

Having made sufficient enquiries, the National Executive Committee has reasonable grounds to believe that Career Development Association of Australia Inc will be able to meet its debts as and when they fall due.

This statement is made in accordance with a resolution of the National Executive Committee.



Signed: Linda Jeffrey, President

Dated: 09/04/2024



Signed: Stephen Wyatt, National Treasurer

Dated: 19/03/2024

Report by the National Executive Committee

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC For the year ended 31 December 2023

In accordance with Section 35(5) of the *Associations Incorporation Act 1985*, the National Executive Committee of Career Development Association of Australia Incorporated hereby states that during the year ended 31st December 2023:

- (i) no officer of the Association;
- (ii) no firm of which the officer is a member; and
- (iii) no body corporate in which an officer has a substantial financial interest,

has received or become entitled to receive a benefit as a result of a contract between the officer, firm or body corporate and the Association.

No officer of the Association has received directly or indirectly from the Association any payment or other benefit of a pecuniary value, except for the following:

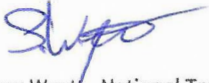
Officer	Item	Amount (\$)
Tempe Archer	Honorarium - Divisional President	550
Paul Armstrong	Honorarium – Executive Committee Member	550
Kate Flaherty	Honorarium – National Vice-President	550
Rebecca Herbertson	Honorarium - Divisional President	550
Jacquie Hoyes	Honorarium - Divisional President	550
Linda Jeffrey	Honorarium – National President	5,500
Alana Lane	Honorarium - Divisional President	550
Jennifer Luke	Honorarium - Divisional President	550
Rick Mason	Honorarium - Divisional President	550
Michelle Miller	Honorarium – Executive Committee Member	550
Glenda O'Brien	Honorarium – Executive Committee Member	550
Leonie Stanfield	Honorarium – Executive Committee Member	550
Julie Street	Honorarium – National Secretary	550
Ayesha Umar	Honorarium – Executive Committee Member	275
Louise Walsh	Honorarium - Divisional President	550
Stephen Wyatt	Honorarium - National Treasurer	550
	Total	13,475

This report is made in accordance with a resolution of the National Executive Committee.



Linda Jeffrey - President

Dated: 09 / 04 / 2024



Stephen Wyatt - National Treasurer

Dated: 19 / 03 / 2024

Auditors' Report

CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC

For the year ended 31 December 2023

Independent Auditors' Report to the members of the Association

We have audited the accompanying Financial Statements, being a special purpose financial report, of CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC (the Association), which comprises the Committee's Report, the statement of financial position as at 31 December 2023, the income and expenditure statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the certification by members of the committee on the Financial Statements giving a true and fair view of the financial position and performance of the Association.

Committee's Responsibility for the Financial Report

The Committee of CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC is responsible for the preparation and fair presentation of the Financial Statements, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the *Associations Incorporation Act 1985* and is also appropriate to meet the needs of the members. The Committee's responsibility also includes such internal controls as the Committee determines are necessary to enable the preparation and fair presentation of Financial Statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on the Financial Statements based on our audit. We have conducted our audit generally in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the Financial Statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Financial Statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the Financial Statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the Association's record keeping, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee, as well as evaluating the overall presentation of the Financial Statements. We have obtained all of the information and explanations we have required.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

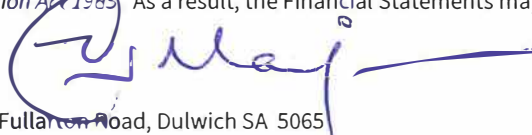
Opinion

In our opinion, the Financial Statements present fairly, in all material respects, the financial position of CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC as at 31 December 2023 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1, and the requirements of the *Associations Incorporation Act 1985*.

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1, which describes the basis of accounting. The Financial Statements have been prepared to assist CAREER DEVELOPMENT ASSOCIATION OF AUSTRALIA INC to meet the requirements of the *Associations Incorporation Act 1985*. As a result, the Financial Statements may not be suitable for another purpose.

Auditors' signature:



Auditor's address: 190 Fullarton Road, Dulwich SA 5065

Dated: 18/3/24

Financial Report 2023

Purpose:

To inform CDAA Members of the CDAA financial result for 2023

Discussion:

The Financial results for 2023 show that CDAA made an operating loss for 2023.

The result from our own pre-audit accounting showed a loss of -\$6,253.42 for the year January 1 – December 31, 2023. The main drivers of this loss were

- Member and partner income achieved 97.2% of budget resulting in a shortfall of \$9,328,15.
- Divisions had a difficult year managing their CPD activities and Professional Development income was considerably lower than anticipated and expenses above budget. This resulted in a shortfall of \$17,246.83.
- In difficult economic circumstances, to achieve 96.2% of total income was a reasonable result.

Following the official audit of our accounts, Auditor Tim Major has reported the 2023 official Audit deficit for CDAA in 2023 is -\$25,882.55

While it is usual for Auditors to make adjustments to the financial records, the loss is much greater than we believed it to be. Following much discussion between the Auditor, Bookkeeper, CEO, President, National Treasurer and the former CEO, we have discovered the reasons behind this greater deficit and it is not as bad as we first thought.

The principal difference between our pre-Audit figures and the official Audit figures is due to the different accounting approaches used. The original Operational loss of \$6253.42 is reflected in the Audit documents, however the Auditor has also included the payout of \$18,608.36 for Long Service Leave (LSL) for the former CEO.

CDAA and most small businesses, use a *Cash Accounting* method, which adds revenue or subtracts expenditure as they 'hit' our Bank Account, (i.e. the date an invoice is paid).

Given that Peter received his LSL payment in February 2024, we budgeted for that payment in 2024.

The other primary accounting method which large businesses and Auditors use is known as *Accrual Accounting*. This method adds revenue or subtracts expenditure on the day they are generated, (i.e. the invoice date). As Peter's last accrual of Long Service Leave was in 2023, the Auditor has deemed that this entitlement belongs in 2023.

Total income for 2023 was also adjusted down from \$368,095.58 to \$367,394.35, a difference of \$701.23. Membership fee adjustments of \$288.85 were made due to difference in calendar year and renewal year and bank fees were adjusted up from \$236.29 to \$266.98.

It is important to note that our current financial position is still healthy. The movement of the LSL payment from 2024 back into 2023 may assist the 2024 result. However, we incurred an operational loss in 2023 and the approved budget for 2024 is aimed at rectifying the situation, with a budget review to take place mid-year.

Financial Implications:

The payments for outgoing CEO Peter Mansfield have been accounted for in 2023 instead of 2024.

The movement of this LSL payment from 2024 back into 2023 may assist our 2024 Budget, however there was still an operational loss in 2023 and the approved Budget for 2024 is attempting to rectify this situation, so no change to the Budget is likely until after our normal mid-year Budget review.

Adjustments to manage risk for 2024 remain the same at this stage:

- The 2024 income budget for members and partners has been set very conservatively, taking account of the last 2 year's results.
- The 2024 income budget for PD has been set very conservatively. The new structure for the CPD program provided greater control to NEC and National Office.
- The 2024 expenses budget has been set very conservatively.
- As usual a review of the 2024 budget will occur once member and partner income is known (approx. May) and further adjustments can be made if required.

The unknown for 2024 is the financial outcome of the National Conference scheduled for October 2024. The strategies implemented to manage the conference's financial risk are sound and the amendments to budget and CPD implemented for 2024 should result in a better operating position at the end of 2024.

While making a loss is disappointing, the Association remains in a secure and sustainable financial position.

End of 2023 Financial Report

Resolution:

It is resolved that the CDAA 2022 Financial Report, inclusive of 2023 Statement of Accounts, 2023 Committee Member Payment Report and Auditor's Report, be accepted.

Moved:

Seconded:

9. CDAA Proposed Constitutional Amendment – State/Territory Division Committees

National President Linda Jeffrey

10. Alterations to Rules of the Association

10.1 *This Constitution may be repealed in part or whole, substituted in whole or part or otherwise varied, altered or amended by resolution of two-thirds of Life Members, Fellows and Professional Members present and voting or by proxy at a General Meeting of which not less than fourteen (14) days' written notice specifying the intention to propose the resolution, including notice of the proposed repeal, substitution, variation, alteration or amendment has been given to all such Members.*

Introduction

Our Association's Constitution serves as the foundation for our operations, guiding our purpose, structure and decision-making processes. To ensure that it remains modern and effective, the NEC has undertaken a review and identified two key areas that may benefit from updates. The NEC and Division Presidents believe that these amendments will better equip our committees and help CDAA to better achieve our shared goals.

Discussion

The proposed changes are outlined below and primarily focus on Division Committee meetings and formalisation of Committee positions.

- **Division AGMs to be removed and replaced** with a Special General Meeting as and when required. A Special General Meeting can also be held online, and its purpose is to congratulate and recognise new and/or returning Division Committee Members. AGMs will no longer be required.
- Voting to elect Division Committee Members was previously conducted via an AGM. In October 2023, Division Committee voting was streamlined and centralised to Head Office and will remain unchanged.
- The role of **Division Vice President** and **General Committee Members** is to be included into the Constitution. This change ensures alignment to current NEC descriptors and Committee structure. This also offers the Division Committee a formal succession plan, more leadership opportunities and accountability and recognition for our volunteers.
- Under the ***Incorporations Act of South Australia 1985*** (Division 3, 23A (v)), it is a requirement for CDAA to hold a national AGM every year. **There is no requirement in the Act for each Division to hold an AGM.** The requirement for Division AGMs is an internal matter for the CDAA constitution and procedures and can be altered or removed if deemed appropriate.
- **No other risks** including financial, are expected with this change.

In making these changes, the **major benefits to Division Committees** are:

- reduced time pressures to organise meetings.
- less costs and administrative tasks, paperwork and minute taking, all of which add up to valuable time that Committee Members need to set aside as a volunteer.
- additional volunteer roles by way of a Vice President and formalising General Committee Member responsibilities.

Constitutional Changes:

As mentioned above, the suggested changes will require a minor alteration to the CDAA Constitution. Below are the current affected portions of the Constitution. These primarily focus on Division Committee meetings and formalisation of Committee positions along with the proposed wording changes to reflect the structural changes above.

Current Clauses

5.2.1 Division Committee positions

- (i) Each Division of the Association shall elect a Division Committee to manage the affairs of the Division in accordance with this Constitution and the Association Procedures.
- (ii) A Division Committee shall comprise two elected positions of:
 - (a) the Division President; and
 - (b) the Division Secretary
- (iii) A Division Committee may appoint such other representatives as the Division Committee determines.
- (iv) No Member shall simultaneously hold a Division Committee position and a National Executive Committee position except in the case of an ex officio role.

5.2.2 Eligibility for Membership of the Division Committee

- (i) Eligibility for Membership of the Division Committee is open to:
 - (a) Life Members;
 - (b) Fellows;
 - (c) Professional Members;
 - (d) Associate Members; and
 - (e) Retired Members

who are not disqualified or prohibited by the Act from being Members of the Committee and who currently hold a financial membership.

- (ii) The above Membership categories can hold an elected Division Committee position with the exception of Associate Members and Retired Members.

5.2.3 Disclosure of interest

A Division Committee Member who has any direct or indirect pecuniary interest in a contract, or proposed contract, with the Association:

- (i) must disclose the nature and extent of that interest as required by the Act:
 - (a) to the Committee; and
 - (b) at the next Annual General Meeting of the Division and the Association.

5.2.4 Election of Division Committee Members

Election of Division Committee positions will be in accordance with the Association Procedures.

- (i) Members entitled to vote shall be Life Members, Fellows, Professional Members, Associate Members and Retired Members, who are granted eligibility to vote under their terms and conditions of membership with the Association.
- (ii) Divisions Committee Members shall be elected by Division Members entitled to vote at the Division Annual General Meeting.
- (iii) A Division Committee Member must not nominate for re-election upon completion of six (6) continuous years of service.
- (iv) Where a Member has been elected to the position of Division President, regardless of their length of continuous service, they shall be eligible to nominate for re-election and, should they be successfully re-elected, serve a full second term.
- (v) A Division Committee Member retiring in accordance with Rule 5.1.4(iii) shall not be eligible for re-election until the second Division Annual General Meeting after that at which he or she retired.

5.2.5 Vacancies

In the event that a Division Committee Member (other than an ex-officio Member):

- (i) resigns before the completion of their elected period of office; or
- (ii) seeks a leave of absence during their elected period; or
- (iii) is disqualified by the Act; or
- (iv) is expelled as a Member of the Association under Rule 4.5 of this Constitution; or
- (v) is permanently incapacitated by ill health or dies; or
- (vi) fails to fulfil their duties as a Division Committee Member or fails to act in the best interests of the Association; or
- (vii) ceases to be a financial Member of the Association.

subject to Rule 5.2.4 the Division Committee may appoint any Division Member eligible under Rule 5.2.2 as a Division Committee Member to fill a casual vacancy. Any Division Committee Member appointed under this Rule shall be deemed to have been elected at the Division Annual General Meeting at which the Division Committee Member whom he or she replaces was elected, or was deemed to have been elected, and shall accordingly hold office in accordance with Rule 5.2.5.

5.2.6 Responsibilities of Division Committees

The role descriptions, including the duties and responsibilities for all Division Committee Members are contained in the Association Procedures. Below is a broad description of the purpose and function of each role.

5.2.6.1 Division President

- (i) The role of the Division President is to represent the Association at a State, Territory or branch level and to lead the State, Territory or Branch Division Committee.
- (ii) The Division President will lead the Division Committee to ensure that that Committee is aligning its functions and operations with the strategic goals and objectives of the Association.
- (iii) A Division President must, not less than thirty (30) days before the Annual General Meeting of the Association, provide to the National Secretary of the Committee the annual report of his or her Division.

5.2.6.2 Division Secretary

The role of the Division Secretary is to manage the records and proceedings of the Division and includes:

- (i) Notices, Agendas, Minutes and records of elections of the Division Annual General Meeting; and
- (ii) Receive and process inward and outgoing correspondence

6. General Meetings

- (i) The Association must hold an Annual General Meeting within five (5) months after the end of the financial year of the Association.
- (ii) A Special General Meeting can be called at any time by the President or by the Committee.

6.2 Recording of meeting minutes

6.2.1 Proper minutes of the proceedings of meetings of:

- (i) the Association;
- (ii) the Committee; and
- (iii) Division Annual General meetings;

are to be securely held in the Registered National Office as part of the official records of the Association as specified in the Association Procedures.

Proposed Wording Change to Clauses

5.2.1 Division Committee positions

- (i) Each Division of the Association shall elect a Division Committee to manage the affairs of the Division in accordance with this Constitution and the Association Procedures.
- (ii) A Division Committee shall comprise of the following elected positions:
 - (a) the Division President
 - (b) the Division Vice President
 - (c) the Division Secretary; and
 - (d) General Committee Members.
- (iii) A Division Committee may appoint such other representatives as the Division Committee determines.
- (iv) No Member shall simultaneously hold a Division Committee position and a National Executive Committee position except in the case of an ex officio role.

5.2.2 Eligibility for Membership of the Division Committee (NO CHANGE)

- (i) Eligibility for Membership of the Division Committee is open to:
 - (a) Life Members;
 - (b) Fellows;
 - (c) Professional Members;
 - (d) Associate Members; and
 - (e) Retired Members

who are not disqualified or prohibited by the Act from being Members of the Committee and who currently hold a financial membership.

- (ii) The above Membership categories can hold an elected Division Committee position with the exception of Associate Members and Retired Members.

5.2.3 Disclosure of interest

A Division Committee Member who has any direct or indirect pecuniary interest in a contract, or proposed contract, with the Association:

- (i) must disclose the nature and extent of that interest as required by the Act:
 - (a) to the Committee, and
 - (b) ~~at the next Annual General Meeting of the Association;~~ and
 - (c) any Division Special General Meeting.

5.2.4 Election of Division Committee Members

Election of Division Committee positions will be in accordance with the Association Procedures.

- (i) Members entitled to vote shall be Life Members, Fellows, Professional Members, Associate Members and Retired Members, who are granted eligibility to vote under their terms and conditions of membership with the Association.
- (ii) Division Committee Members shall be elected by Division Members entitled to vote. ~~at the Division Annual General Meeting.~~
- (iii) A Division Special General Meeting will be called to advise Division members of the outcome of the election of the Division Committee.
- (iv) A Division Committee Member must not nominate for re-election upon completion of six (6) continuous years of service.
- (v) Where a Member has been elected to the position of Division President, regardless of their length of continuous service, they shall be eligible to nominate for re-election and, should they be successfully re-elected, serve a full second term.
- (vi) A Division Committee Member retiring shall not be eligible for re-election until **two years** ~~the second Division Annual General Meeting~~ after that at which he/she retired.

5.2.5 Vacancies

In the event that a Division Committee Member (other than an ex-officio Member):

- (i) resigns before the completion of their elected period of office; or
- (ii) seeks a leave of absence during their elected period; or
- (iii) is disqualified by the Act; or
- (iv) is expelled as a Member of the Association under Rule 4.5 of this Constitution; or
- (v) is permanently incapacitated by ill health or dies; or
- (vi) fails to fulfil their duties as a Division Committee Member or fails to act in the best interests of the Association; or
- (vii) ceases to be a financial Member of the Association.

subject to Rule 5.2.4 the Division Committee may appoint any Division Member eligible under Rule 5.2.2 as a Division Committee Member to fill a casual vacancy. Any Division Committee Member appointed under this Rule shall be deemed to have been elected ~~at the Division Annual General Meeting~~ at which the Division Committee Member whom he or she replaces was elected, or was deemed to have been elected, and shall accordingly hold office in accordance with Rule 5.2.5.

5.2.6 Responsibilities of Division Committees

The role **descriptors**, including duties for all Division Committee Members are contained in the Association Procedures. Below is a broad **outline** of the purpose and function of each role.

5.2.6.1 Division President

- (i) The role of the Division President is to represent the Association at a State, Territory or branch level and to lead the State, Territory or Branch Division Committee.
- (ii) The Division President will lead the Division Committee to ensure that that Committee is aligning its functions and operations with the strategic goals and objectives of the Association.

- (iii) **Every November** a Division President must ~~not less than thirty (30) days before the Annual General Meeting of the Association~~ provide to the National Secretary of the Committee the annual report of his or her Division.

5.2.6.2 Division Vice President

The role of the Division Vice President is to:

- (i) assume all the duties of the Division President in the absence of the Division President; and
- (ii) support the Division President, assisting with Division Committee tasks, general functions, and leadership responsibilities.

5.2.6.3 Division Secretary

The role of the Division Secretary is to manage the records and proceedings of the Division and includes:

- (i) Notices, Agendas, Minutes, and records of **any Special General Meetings**; and
- (ii) Receive and process inward and outgoing correspondence.

5.2.6.4 General Committee Members

- (i) General Committee Members shall assist the Division President, Division Vice President and Division Secretary with planning and meeting objectives and any administrative based tasks.
- (ii) General Committee Members shall comply with the duties and obligations as directed by the elected Division President.

6. General Meetings

- (i) The Association must hold an Annual General Meeting within five (5) months after the end of the financial year of the Association.
- (ii) A Special General Meeting can be called at any time by the President or by the Committee.
- (iii) **A Division Special General Meeting can be called at any time by the Division President or by the Division Committee.**

6.2 Recording of meeting minutes

6.2.1 Proper minutes of the proceedings of meetings of:

- (i) the Association;
- (ii) the Committee; and
- (iii) **Division Special General meetings.**

are to be securely held in the Registered National Office as part of the official records of the Association as specified in the Association Procedures.

Resolution

It is resolved that the CDAA Constitution amendment to State and Territory Division Committee structure and special general meetings as presented at the CDAA 2024 AGM be adopted.

Moved:

Seconded