

13 July 2026

Annual General Meeting 2026

Arrangements and Election of Officers

Dear Member,

We are fast approaching our Annual General Meeting which will be held in the Baptist Church Centre, Cnr. Fergusson Drive and Milton Street, Upper Hutt at 1:30 pm on 29th July 2026.

Please endeavour to be present to mark the achievement of a year of progress in assisting our community's older people to have their voices heard in relation to the worsening, unaffordability of the 'costs of living' as these impact on our households and those of low-income families.

You are welcome to bring a friend or any other individual contemplating membership and future participation in our activities. Also, please carry your current membership card as voting on any elections or other determination is, of course, restricted to financial members.

A poster advertising the event and a Nomination Form for Officers and Committee Members together with a description of the duties of each of the relevant executive positions is attached.

Your committee and myself, in particular, need to encourage you to seriously consider the essential requirement to ensure continuity in terms of the volunteers who managing our local organisation at leadership and management level.

I'm hopeful that most of our core officers might volunteer another year of service but we are ageing and cannot continue indefinitely. I anticipate (but this is pure speculation) that the principal vacancies we have to fill with skilled and conscientious nominees are for a Vice President and an understudy for the Secretary. Just two volunteers who are willing to assimilate our background knowledge of Grey Power philosophy and advocacy and progress on to become valuable community spokespeople for Upper Hutt.

Maybe there is a potential community advocate within your family who might flourish in such a role. I'm always available to meet with a potential candidate to indicate the support I can provide and to ensure that a talented newcomer's membership qualification is satisfied.

Regards

Lew Rohloff
Vice President

Mail to: lew.rohloff14@gmail.com

Duties of Officers as described in our Constitution

11.1.2. Composition: Officers;

The Committee will include:

- a. a President,
- b. a Vice President,
- c. a Secretary and a Treasurer, who may be the same person, and
- d. not fewer than 4 (four) or more than 9 (nine) other Committee Members.

11.8.2 President

The President shall preside over and regulate General Meetings and Committee Meetings. The President has the overall responsibility of ensuring that the Committee, by its work, fulfils the purpose of the Society.

The President is responsible for:

- a. ensuring that the Constitution is followed;
- b. convening meetings and establishing whether a quorum is present;
- c. chairing meetings, deciding who may speak, and when;
- d. overseeing the operation of the Society; and
- e. providing an Annual Report on the operations of the Society at each Annual General Meeting.

11.8.3 Vice President

The Vice President shall deputise for the President in his/her absence and assist with Society activities.

11.8.4 Secretary

The Secretary is responsible for the overall administration of the Society including:

- a. ensuring that minutes of meetings are recorded and maintaining a minute book or file;
- b. sending adequate notice of meetings;
- c. preparing the agenda for meetings in consultation with the President;
- d. collecting and collating reports from Officers;
- e. receiving and replying to correspondence as required by the Committee;
- f. maintaining an up-to-date Register of Member's names, contact details, and any other information required by this Constitution or prescribed by Regulations under the Act;
- g. maintaining an up-to-date Conflicts of Interests Register;
- h. filing approved Financial Statements with the Incorporated Societies office upon their approval by Members at an Annual General Meeting;
- i. updating the Society's details on the Incorporated Societies Register; and
- j. holding the Society's records, documents, and books except those required for the Treasurer's function.

11.8.5 Treasurer

The Treasurer is responsible for:

- a. maintaining and recording the Society's financial transactions to allow the Society's financial position to be readily ascertained;
- b. overseeing the operation of the Society's bank account/s;
- c. providing financial reports to Committee meetings or as the Committee determines;
- d. the preparation and monitoring of the annual budget;
- e. keeping proper records of all payments and monies received;
- f. arranging the annual review and ensuring that all information is made available to the independent Reviewer; and
- g. providing the annual Financial Report for the Society's Annual General Meeting.



Nomination Form Officers and Committee Members

Applicable to Year 2026/2027

We the undersigned financial members have pleasure in nominating and seconding:

As Candidate for :	Candidate's Name and Membership No.
President	
Vice President	
Secretary/Treasurer	
Committee Member	

Nominator's Name:

Membership No: Signature:

Seconder's Name

Membership No: Signature:

Acceptance of Candidacy:

I, declare I have read and understand the responsibilities and duties described in The Constitution of Grey Power Upper Hutt Association pertaining to the role for which I have been nominated and, hereby, in good faith and conscience accept this nomination for voluntary service.

Candidates Name: Signature:

Note:

Nominations must be completed and returned by email to: lew.rohloff14@gmail.com :

Not later than Wednesday 22nd July 2026