



# Club AGM Agenda

**Narberth Rugby Club, 17 June 2011, 7.00pm**

- 1) Welcome and approval of notice to convene the AGM - *Andrew Rees*
  - 2) Acting Officers Report
    - a. Chairperson's Report – *Andrew Rees*
    - b. Treasurer's Report – *Dylan Harries*
    - c. Membership Secretary Report – *Kim Griffiths*
  - 3) Election of Officers
    - a. Chairperson
    - b. Treasurer
    - c. Secretary
    - d. Membership Secretary
    - e. Social Secretary
    - f. Ride Coordinator (Sunday Rides)
    - g. Ride Coordinator (Wednesday Rides)
  - 4) Any Other Business
- Buffet ————**
- 5) Jon Mills, Tenby Cycles – Bike Maintenance
  - 6) Kim Griffiths, Valley Gate Osteopathic Clinic - Sports Massage & Stretching Techniques



# Election of Club Officers

## Club Officers

The Club Committee will comprise the following Officers elected by the Club Members

- Chairperson
- Treasurer
- Secretary
- Membership Secretary
- Social Secretary
- Ride Coordinator (*Sunday Rides*)
- Ride Coordinator (*Wednesday Rides*)

The elected committee may also co-opt other Club Members onto the Committee as it sees fit to aid the efficient running of the Club.

## Election of Officers

1. Only members of the Club may stand for election.
2. To stand for election, a Club Member must be proposed and seconded. Only Club Members can propose and second a fellow member standing for election.
3. The Club Member seeking election must send, or hand, a completed a copy of the attached nomination paper to the Club Secretary at least one week before the date of the AGM, i.e. 12 June 2011. A separate form must be completed for each post you are standing for. The current acting Club Secretary is:

Ian Walton  
Valley Gate  
Valley Road  
Narberth  
Pembrokeshire SA67 8BS

tel: 01834 861838  
email: [ian@valleygate.co.uk](mailto:ian@valleygate.co.uk)

4. If there is more than one nomination for a post then a vote will be held at the AGM by a show of hands to be counted and recorded by the Club Secretary. Only Club Members are eligible to vote.



# Nomination Paper

## Position standing for:

- Chairperson
- Treasurer
- Secretary
- Membership Secretary
- Social Secretary
- Ride Coordinator (Sunday Rides)
- Ride Coordinator (Wednesday Rides)

*(tick only one)*

<b>Name:</b>	<i>Please print</i>	<i>Signed</i>	<i>date</i>
<b>Proposed by:</b>	<i>Please print</i>	<i>Signed</i>	<i>date</i>
<b>Seconded by:</b>	<i>Please print</i>	<i>Signed</i>	<i>date</i>

Please send, or hand, to:

Ian Walton  
Valley Gate  
Valley Road  
Narberth  
Pembrokeshire SA67 8BS  
tel: 01834 861838  
email: [ian@valleygate.co.uk](mailto:ian@valleygate.co.uk)

To arrive by 12 June 2011



# Principal Officer Roles and Responsibilities

## Chairperson

The role of the Chairperson is to oversee the business of the meeting and to keep order among members. They have overall control, giving direction, keeping focus and giving structure. Their ultimate responsibility is to take decisions on behalf of the committee following consultation with its members.

Main duties:

- Chair committee meetings and Annual General Meeting
- Ensure appropriate documents, including minutes are available for committee members
- Ensure that committee members are aware of their roles and responsibilities
- Act as the ambassador and/or spokesperson for the organisation
- May be called upon to act as mediator

## Treasurer

The treasurer is ultimately responsible for insuring that the finances of the club are organised and managed effectively through a specific and separate club bank account.

Main duties:

- Managing all income and expenditure, including banking arrangements
- Managing legal requirements such as taxation and charitable status
- Reports regularly to the committee/chairperson on the club's financial status
- Prepares /presents audited financial year end report to AGM
- Financial planning, budgeting and monitoring throughout the year

## Secretary

The Secretary is the principal administrator for the club. This is a pivotal role in which the secretary carries out or delegates all of the administrative duties that enables the club and its members to function effectively.

Main duties:

- Being the first point of contact for all enquiries
- Organising the Annual General and other meetings
- Taking and distributing minutes of meetings
- Keeping Records
- Liaising with members, post holders and external agencies



## Membership Secretary

The role of the Membership Secretary is to manage all aspects of membership including administration, liaison with members, and liaison/negotiation with insurance company as well as dealing with any insurance claims.

Main duties:

- Collect and acknowledge all membership subscriptions.
- Keep records of paid up members.
- Liaise with Treasurer on financial aspects.
- Ensure regular communication with paid up members.
- Help recruit new members and chase up lapsing members.
- Deal with insurance matters including any claims.

## Social Secretary

The role of the Social Secretary is to effectively and efficiently create, plan and manage successful social events for the club and its members. The Social Secretary has overall control recruiting, motivating and managing any social events team, and will liaise with the Membership Secretary, the Secretary and the Treasurer, as appropriate.

Main duties:

- Organise social events for the club/organisation
- Work closely with the Fund-Raiser to identify potential opportunities for arranging fund raising social events
- Motivate club members (and non members, if appropriate) to attend social events
- Help encourage new members into the club
- Chair Fundraising committee meetings (if appropriate)
- May be called upon to act as mediator