**NOTICE OF ANNUAL GENERAL MEETING**

**Wednesday 15th July 2020, 8pm, Zoom**

The successful operation of any club is based on the contributions made by its volunteers, and the AGM is the occasion when the club’s organisation for the next 12 months is agreed. There are many opportunities where members and parents can contribute their time and/or expertise towards the running of the club. It is only through this ongoing support that the club continues to be one of the largest and most successful clubs in the West Midlands.

Nominations can be made for almost all of the Committee posts and will be voted on at the AGM. Exceptions are appointed posts and Executive posts which are three year tenures.

As per our constitution one third of elected Committee posts must be re-elected each year including one of the Executive posts.

* The current committee positions do not accurately reflect the required positions. It is to be proposed that the positions will be amended to those shown below.
* **Executive:** Kristin Davidson, Finance Officer is standing down. Karen Woodhall, Secretary, is standing down. These Executive roles are vacant.
* **Committee:** The following posts are vacant: Development Officer, Workforce Coordinator, Competitive Sub-Committee Chair.

**If you wish to find out more please speak to one of the committee or email us via the ‘contact us’ tab on the homepage. Please feel free to come and discuss any volunteering opportunities at the club.**

*Note:*

* *Notice of any resolution proposed to be moved at the Annual General Meeting must be given in writing to the Secretary* ***not later than 10 days prior to the AGM****.*
* *Only fully paid up members who have reached their 16th birthday on or before the date of the AGM and volunteers, who have completed Volunteer Membership Forms, are entitled to make nominations or vote on all matters.*

**Karen Woodhall, Secretary, Boldmere SC**



**Role Description for Policy Officer (new role introduced to committee for 2020/21)**

Brief overview of tasks:

* Review Club policies, procedures and guidelines.
* Develop policies, procedures and guidelines in accordance with the latest Swim England guidance, in line with SwimMark accreditation and Wavepower.
* Establish a framework for enduring policy review.
* Seek approval of Club Committee for changes to the policies, procedures and guidelines.
* Ensure all publication of policies, procedures and guidelines are up to date on the club’s website.
* Ensure all members are aware when updates.

**ANNUAL GENERAL MEETING 15th July 2020**

**Nomination Form**

|  |  |
| --- | --- |
| Committee Position | Please select |
| Finance Officer | ❑ |
| Secretary | ❑ |
| Development Officer | ❑ |
| Policies Officer | ❑ |
| Internal Communications Officer | ❑ |
| Workforce Officer | ❑ |
| Data Coordinator | ❑ |
| Competitive Swimming Coordinator | ❑ |

Please complete the following sections. By their signatures, the Proposer and Seconder confirm that they are members of the Boldmere Swimming Club entitled to attend and vote at the AGM.

**To the Club Secretary:**

1. **Nominee to complete:**

I confirm that I am willing to stand for election

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| Name: |  | [please print] |

1. **Proposer to complete:**

|  |  |
| --- | --- |
| I wish to nominate |  |
| For election as (tick box above) to the Boldmere SC Committee |
|  |
| Signed: |  | Date: |  |
| Name: |  | [please print] |

1. **Seconder to complete:**

|  |
| --- |
| I wish to second this nomination |
| Signed: |  | Date: |  |
| Name: |  | [please print] |

Completed nomination forms are to be returned to the Club Secretary, Karen Woodhall (by email to Woodhall.karen@gmail.com) to arrive no later than the **12th July 2020.**