

From: john@gwsupplies.co.uk
Sent: 09 April 2015 10:52
Subject: AGM Notice

Notice of the AGM of Petts Wood Runners

Tuesday 12th May 2015 from 21:00 to 22:00
Towncourt Room (Small Hall)
200 Petts Wood Road
Petts Wood
Orpington
Kent
BR5 1LA

Dear Member

You are invited to the Annual General Meeting of Petts Wood Runners (12th May)

Tuesday night programme

7:30pm - Group runs will start 30mins earlier
8:45pm - Meet Towncourt Rooms
9pm - AGM Start
10pm - Conclude meeting & join the committee for drinks opposite in One in the Wood

Agenda

Welcome – John Gurney Club Secretary

Apologies and establishment of a quorum.

Minutes of the previous AGM (13 May 2014) to be approved

Chairperson's report – Amendments to the constitution

PWR Captains' report

Treasurer's report.

Election of Petts Wood Runners Committee and Club Captains

Any Other Business.

At the Annual General Meeting, elections will be conducted for the following positions:

Chairperson	Present incumbent	Karen Barritt
Club Secretary	Present incumbent	John Gurney
Treasurer	Present incumbent	Laura Stables
Membership Secretary	Present incumbent	Helen Hart
Social Secretary	Present incumbent	Emily Barber
Minutes Secretary	Standing down 12 5 15	Sherry Bevan
Coaching Secretary	Present incumbent	Richard Dunstan
Ladies' Club Captain	Present incumbent	Sigrid Robson
Men's Club Captain	Present incumbent	Michael Reeves

(All of the above post holders have declared their intention to stand for re-election with the exception of those standing down at the AGM)

Vacant positions as at 12 May 2015 seeking nominations are:

Health & Safety officer – Required to assess and implement club safety procedures. Also to assist and vote on committee matters.

Minutes Secretary – To provide minutes and action points at committee meetings ready for circulation to the committee in around one week (approximately 4 evenings per annum). Also to assist and vote on committee matters.

Nominations

Any member of Petts Wood Runners is eligible to propose another member for a position. The nomination form must be in by 26 April 2015.

Any resolutions proposed and seconded for consideration at the AGM must be submitted in writing by 24th April 15. This will be communicated to the membership by 28 April 15.

Matters to be raised under “Any Other Business” should also submitted by 24 April 15.

John Gurney - Club Secretary

Nomination form

Petts Wood Runners Annual General Meeting

Tuesday 12th May 2015

I would like to propose

.....

for the position of

.....

Proposed by

.....

Seconded by

.....

We can confirm that

has agreed to stand for this position.

Dated.....