



## Annual General Meeting for 2024

### Date and time

Friday 3<sup>rd</sup> May 2024 from 7:00-9:00pm

### Venue

Buckingham Cricket Club, Buckingham

### Agenda items

- Welcome (TS)
- Current Acting officers are:
  - Chairperson's Report - Tim Selby
  - Treasurer's Report and presentation of Accounts - Stewart Batchelor
  - Club & Membership Secretary & Ride coordinator's Report - Paul Woodham
  - Web Administrator Report- SB & PW
  - General member - Glynnis Eastwood
  - General member - Niall Brash
  - General member - James Tebboth

Club Presentation (PowerPoint) inc. the following:

- Election of officers:
  - Chairperson
  - Treasurer
  - Secretary
  - Membership Secretary
  - Ride coordinator
  - Web administrator
  - Social Secretary
  - General Member 1
  - General Member 2
  - General member 3

### Mid-Interval Break (food)

- SWCC Club Awards for year 2022.
- Riders Points Shield
- Most Prolific (non RL) Trophy
- Most Improved Rider Trophy
- Ambassador for the Year Salver
- The Swan's Challenge Cup
- Photo & Selfie of the Year - Spot Prizes
- Open discussion forum for member views, suggestions and questions.
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## Election of officers

The club committee in 2024/25 will comprise of the following officers elected by the club members:

- Chairperson
- Treasurer
- Secretary inc. Membership administrator
- Ride coordinator
- Web administrator
- Social Secretary
- General Member 1
- General Member 2
- General Member 3

## Nomination procedure

1. We will remain with our previous years process and **ONLY** members of the club can stand for election & to vote. So please ensure that you have renewed your membership before the AGM prior to the 3<sup>rd</sup> May 2024.
2. If any other Club Member would like to stand for election for any of the committee positions you are more than welcome to do so. Please read the following role descriptions below and if you would still like to continue to seek election can you send your nomination request stating your 'Name' and the 'Position' that you are willing to undertake.
3. Whilst all position are available we currently need to enlist a Ride Co-Ordinator, Web Administrator and for a Social Secretary etc.
4. Make contact with the Club Secretary either via the Club forum to @PaulW or via email to [swanwheelerscc@gmail.com](mailto:swanwheelerscc@gmail.com) and please title as "Swans AGM Elections 2024" - Thank You.
5. Nominations for each post will then be put to the vote at the AGM.



## Club role descriptions

### Chairperson

The Chairperson is responsible for acting as Chair for the AGM and for the general meetings of the Club and help with the Club's day-to-day business. Will be responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of the Club.

#### Responsibilities

There are two distinct functions of the Chairperson: the executive role and the presidential role. They are applicable in different circumstances and a good Chairperson will be able to perform both roles.

In the 1) executive role the Chairperson not only chairs meetings but also acts as principal officer throughout the year, taking decisions whenever the need arises in consultation with other club officers when appropriate.

The 2) presidential role involves the Chairperson delegating responsibility to Committee members, club representatives and ride leaders in the day to day affairs of the Club. In this role he attends meetings in a neutral and uncommitted capacity to enable the group to have a discussion with an impartial person in the chair. This is particularly useful on negotiations where the Chairperson acts as a conciliator between two parties trying to resolve any difference of opinion.

A good Chairperson will be:

- Well informed about the activities of the Club and its current financial position.
- Able to represent the Club at local, regional and national levels.
- Able to effectively chair the Committee meeting and the general meeting to ensure all fellow members are given the opportunity to present their views.
- Be well-informed about the agenda items and topics to be covered.
- To ensure that the agenda of meetings is followed, all business is completed and that all decisions are properly understood and recorded.
- Able to keep a debate focused and avoid deviations.
- Able to ensure that planning and budgeting for the future are carried out in accordance with the wishes of our Club members.
- Unbiased and impartial and if personally involved in a matter, prepared to give up the role of Chairperson during that part of the discussion.
- A good listener, who is able to summarise the main points of a discussion.
- Conversant with the constitution and with recommended procedure for the conduct of meetings.
- Diplomatic, helpful and able to get the best out of the other committee members.
- Able to maintain harmony within the group, even when there is disagreement about the proposed course of action.

#### Personal specification

##### Essential previous knowledge/experience

To have been a club member for a reasonable length of time, be respected, having some personal stature and reputation & trusted by the membership. To be aware of the Club's ethos /culture, be a good communicator & have been a regular volunteer, a good listener, approachable and friendly.

##### Desirable previous knowledge/experience:

To have management and/or professional experience at work & have had similar experience of committee and/or senior office roles within another cycling club, or other comparable sporting leisure activity.

## Treasurer

The Treasurer manages the Club's financial affairs on behalf of the membership and our Club Committee.

### Responsibilities

- To have financial knowledge and bookkeeping experience.
- To receive and pay out all club monies and expenses.
- To monitor cash flow.
- To keep the Club's financial books and receipts record.
- To provide regular accounts to the club committee and annual accounts for the AGM.
- Fulfill the role of spokesperson for financial matters on behalf of the Club.

### Person specification

#### Essential previous knowledge/experience

To be numerate and ideally have professional experience of financial accountancy methods and practice, a good listener, approachable and friendly.

## Secretary

The Secretary is the first 'point of contact' with the Club from outside bodies and the general public and as such coordinates enquiries about the Club and its activities and is responsible for the documentation and communication of the activities of the Committee.

### Responsibilities

- Receive enquiries relating to the club via a range of communication methods, typically by email & FaceBook..
- Reply to enquiries and where appropriate direct enquirers to more informed information sources or other club officers.
- Have general knowledge of the club, its policies and activities.
- Liaise where necessary with outside bodies, cycling bodies and the general community on the club matters via the committee.
- Keep minutes and records of club AGM, committee meetings inc. agenda's and club business in general.
- Maintain the Club Google Drive records inc. support for the Ride Data.
- Inform the membership of general meetings and club activities inc. Newsletters
- Receive nominations for club officers before AGM & club awards, trophies etc.
- Assist the Chairman and other members of the club committee in running committee and general meetings.
- Provide communication as requested by the club committee to outside bodies and the membership.
- Maintain the club constitution.
- Liaise with the club kit suppliers and coordinating the fulfillment of those orders.
- Maintain a reasonable stock of club kit if required and stock inventory /costing details to the Treasurer,



## • Membership Administrator

- This is the central information holder for all the club membership data both current and historical.
- Receive applications for membership (renewals and new members) from **British Cycling** review/accept subscriptions plus any manual membership request.
- Provide affiliation links/fees to governing bodies or organisations such as British Cycling.
- Respond to enquiries about membership from prospective members inc. any 3 allotted rides attendees.
- Maintain and issue 'welcome' documentation to new and prospective members'
- Advise the Club committee of new membership applications.
- Issue annual renewal requests/reminders to existing members.
- Ride Co-Ord support with the Rides Data/Ride Sheets/Membership up-dates and support cover.
- Provide timely membership reports to the Club committee & membership.

### Person specification

#### Essential previous knowledge/experience

Be well known within the club, regularly available at a wide range of club activities and to liaise with the membership. Have knowledge of the activities and culture of the club. Be good at recording events at meetings and minute taking. To be able to use it for communication and records purposes.

#### Desirable previous knowledge/experience:

Have secretarial skills, communication & spreadsheet abilities be a good listener, approachable and friendly.

## Ride Co-Ordinator Inc GRO's

The Ride Coordinator is responsible for ensuring that the GRO's are functioning correctly with organising their rides with suitable ride leaders and publicised to the membership on the club forum on a weekly basis.

- Have good Spreadsheet skills for either Excel and Google to collate / maintain all the club Ride Data Activity files (Google Drive)
- Ensure that the ride calendar is kept up to date inc. the Ride Schedule.
- Plan and coordinate special riding events as defined by the committee.
- Recruit and coordinate other volunteers as required to help at various riding events.
- Report to the Membership Admin about non-members who have been on more than their three allotted rides.
- Weekly WhatsApp group posts with the GRO's to ensure Ride Leader coverage.
- **GRO's** to recruit and coordinate additional ride leaders when required.
- **GRO's** process it's their responsibility (a committee member only!) to create and update the required Ride Sheet with the nominated RL for their ride type, whom is it, the distance, café & attendees, then to either print, save on a device etc. Then after the ride if required, update the Ride Sheet and advise the Ride Leader Co-Ord this is complete.

### Person specification

#### Essential previous knowledge/experience

Be well known within the club, regularly available at a wide range of club activities and to liaise with the ride leaders. Have knowledge of the activities and culture of the club.



**Desirable previous knowledge/experience:**

Good organisational & communication skills. Attention to detail, good listener, approachable and friendly.

## **Web Administrator**

This post oversees the Club's online presence by managing, administrating, updating and maintenance of the facilities.

**Responsibilities**

- Manage the club's website, forum, Strava group and social media accounts.
- Manage Web support & licenses.
- Attend to all matters relating to the club website and to advise the club committee on all its implications.
- To be a forum moderator and oversee the forum to ensure that postings are within the ethos of the club.
- To be familiar with current technologies and providers of IT technology and systems.
- To put information and details onto the website as required by the club committee for the general communications of the club's affairs.
- To ensure the club's online data and presence is kept secure.

**Person specification**

**Essential previous knowledge/experience:** Involvement with IT technology and running websites

**Previous knowledge/experience:** Management and professional experience ability and knowledge of computer languages, security, architecture and structures. Be a good listener, approachable and friendly.

## **Social/General Members**

- Must be a current member of the Club, be wishing to support & aid the other Committee members in any club matters as and when required.
- To be a good listener, communicator, approachable and friendly.