



Annual General Meeting 2019

Date and time

Friday 5th April 2019 at 7:30pm

Venue

Prego, 4 High Street, Buckingham MK18 1NT

Agenda items

- Welcome
- Acting officers:
 - a. Chairperson's Report - Malcolm Manning
 - b. Treasurer's Report and presentation of Accounts - Stewart Batchelor
 - c. Club & Membership Secretary report - Paul Woodham
 - d. Web Administrator Report- Pat Harbord
 - e. Ride coordinator's Report - Guy Wood
 - f. General Member - Pete Coomber (formally Welfare Officer)
- Rider competition results and presentation
- Swan Wheelers 2019 awards
- Election of officers:
 - Chairperson
 - Treasurer
 - Secretary & Membership Secretary
 - Ride coordinator
 - Web administrator
 - General Member 1
 - General Member 2
- Club Awards
 - Riders Points Shield
 - Most Prolific (non RL) Trophy
 - Most Improved Rider - Spot Prize
 - Club Person of the Year Trophy
 - The Silverstone Cup Trophy
 - Photo & Selfie of the Year - Spot Prizes
- Open discussion forum for member views, suggestions and questions



Election of officers

The club committee in 2019/20 will comprise of the following officers elected by the club members:

- Chairperson
- Treasurer
- Club & Membership secretary
- Ride coordinator
- Web administrator
- General Member 1
- General Member 2

Nomination procedure

1. We have simplified this process somewhat for this year and as usual only members of the club can stand for election - So please ensure you have renewed your membership before the AGM prior to the 5th April.
2. If any other Club Member would like to stand for election for any of the above committee positions can you please read the following role descriptions below and if you would still like to continue to seek election can you send your nomination request please stating your Name and the Position that you are willing to undertake.
3. We would like to enlist another General Member to the committee to help and support us.
4. Please then Contact the Club Secretary either via the Club forum to **@PaulW** or via email to **swanwheelerscc@gmail.com** and please title as **“Swans AGM Elections 2019”** - 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 meetings of the Committee and general meetings of the Club and shall oversee the Club's day-to-day business, along with coordinating the activities of the other elected and appointed officers in a manner which may be defined by the Committee or membership as decided at a general meeting. They are also 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 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 officers when appropriate.

The 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.
- Well-informed about the agenda items and topics to be covered.
- Able 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 the 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.

Person 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.

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 the 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 practices

Secretary Inc. Membership Role

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.
- 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.
- Provide affiliation details and fees to governing bodies or organisations such as British Cycling.
- Keep minutes and records of club committee meetings, AGM and club business as required.
- Inform the membership of general meetings (AGM).
- Receive nominations for club officers before general meetings.
- Receive nominations for club awards, trophies and standards for the AGM.
- Receive membership requests for club committee and general meetings agenda items.
- Assist the Chairman and other members of the club committee in running committee and general meetings.
- Provide communication detail 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.
- The Membership Role is the central information holder for all membership details including providing details of current membership, annual and historical data to ensure the Club has available membership details and income generated from subscriptions
- Receive applications for membership (renewals and new members) from British Cycling, review/accept subscriptions plus any manual membership request.
- Respond to enquiries about membership from prospective members.
- Maintain and issue 'welcome' documentation to new and prospective members'
- Advise the Club committee of new membership applications.
- Maintain a complete record of all members.
- Issue annual renewal requests/reminders to existing members.
- Provide timely membership reports to the Club committee

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, some personal 'shorthand' skills, communication and people related skills.

Ride coordinator

The Ride Coordinator is responsible for ensuring that the organised rides are correctly staffed with suitable ride leaders and publicised to the membership.

Responsibilities

- Coordinate the team of ride leaders.
- To ensure that there is a mixture of ride types available to the members on a regular basis.
- Ensure that all posted rides have an assigned leader in advance of the event.
- Have good Spreadsheet skills for either Excel / Google
- Ensure that the ride calendar is kept up to date.
- Recruit and coordinate additional ride leaders when required.
- Plan and coordinate special riding events as defined by the committee.
- Recruit and coordinate other volunteers as required to help at various riding events.
- Collate the ride sheets on a regular basis and update the ride leader scoring system and other club ride data.
- Report to the Membership Secretary about non members who have been on more than three rides as this exceeds the Club's insurance levels (as well as lost Club revenue).

Person specification

Essential previous knowledge/experience

Be well known within the club, regularly available at a wide range of club activities and

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CYCLING CLUB



to liaise with the ride leaders. Have knowledge of the activities and culture of the club.

Desirable previous knowledge/experience:

Good organisational and 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.
- 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.

General Members

- Must be a current member of the Swan Wheelers & wishing to support & aid the other Committee in any club matters