



## Annual General Meeting 2018

### Date and time

Friday 13<sup>th</sup> April 2018 at 7:30pm

### Venue

Prego, 4 High Street, Buckingham MK18 1NT

### Agenda items

- Welcome
- Rider competition results and presentation
- Acting officers reports:
  - a. Chairperson's report – Stephen Turnock
  - b. Treasurer's report and presentation of accounts – Lucy Seaborn
  - c. Secretary & web administrator's report – Matt Hoey
  - d. Membership secretary's report – Paul Woodham
  - e. Ride coordinator's report – Paul Seaborn
- Swan Wheelers 2018 awards
- Election of officers:
  - a. Chairperson
  - b. Treasurer
  - c. Secretary
  - d. Membership secretary
  - e. Welfare officer
  - f. Ride coordinator
  - g. Web administrator
- Open discussion forum for member views, suggestions and questions



## Election of officers

The club committee in 2018/19 will comprise of the following officers elected by the club members:

- Chairperson
- Treasurer
- Secretary
- Membership secretary
- Welfare officer
- Ride coordinator
- Web administrator

## Nomination procedure

1. Only members of the club may stand for election (ensure you have renewed your membership before the AGM)
2. To stand for election, a club member (including any current members of the committee seeking re-election) must be proposed and seconded. Only club members can propose and second a fellow member standing for election (again proposers and seconders must ensure they have renewed their membership before the AGM).
3. A club member seeking election (including any current members of the committee seeking re-election) must send, email or hand, a completed copy of the attached nomination paper to the Club Secretary by Monday 9<sup>th</sup> April 2018. A separate form must be completed for each post you are standing for. The current Club Secretary is:

Matt Hoey  
12 Guildford Close  
Gawcott  
Buckingham  
Buckinghamshire  
MK18 4HJ

Email: [swanwheelerscc@gmail.com](mailto:swanwheelerscc@gmail.com)

4. Nominations for each post will then be put to the vote at the AGM.
5. Any member wishing to vote at the AGM must have renewed their membership for 2018/19 by the date of the meeting.



## Nomination paper 2018/19

Position standing for (tick only one):

- Chairperson
- Treasurer
- Secretary
- Membership secretary
- Welfare officer
- Ride coordinator
- Web administrator

	Name	Signature
<b>Nominee</b>		
<b>Proposed by</b>		
<b>Seconded by</b>		

Please send, email or hand to:

Matt Hoey  
12 Guildford Close  
Gawcott  
Buckingham  
Buckinghamshire  
MK18 4HJ

Email: [swanwheelerscc@gmail.com](mailto:swanwheelerscc@gmail.com)

To arrive no later than Monday 9<sup>th</sup> April.



## 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. To be respected, having some personal stature and reputation. To be trusted by the membership. To have served



on the Committee. To be aware of the Club's ethos /culture. To be a good communicator. To have been a regular volunteer.

**Desirable previous knowledge/experience:**

To have management and/or professional experience at work. To 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.
- Fulfil 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

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 and Cycling UK.
- 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, taking orders from members and coordinating the fulfilment of those orders.
- Maintain a reasonable stock of club kit, providing financial details and stock inventory details to the Treasurer.

### 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. 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.

## Membership secretary

The Membership Secretary 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

#### Responsibilities

- Be well known within the club and regularly available at a wide range of club activities to liaise with the membership.
- Receive applications for membership (renewals and new members).
- Receive subscriptions and issue receipts.
- 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.
- Respond to enquiries about membership from prospective members.
- Issue annual renewal requests/reminders to existing members.
- Provide timely membership reports to the Club committee.

### Person specification

#### Essential previous knowledge/experience

Have a knowledge of activities and culture of the Club. To be good at record and book keeping and handling money. Be able to use IT and maintain a membership database.



## Welfare officer

In conjunction with British Cycling's Child Protection Liaison Officer (BCCPLO), promote and support British Cycling's policy on good practice and child protection.

### Responsibilities

- Liaise with BCCPLO on matters of child protection.
- Promote British Cycling's child protection and good practice policy procedures in the Club, including the distribution and display of leaflets and codes of conduct to members and parents of young cyclists.
- Advise the development of junior and youth activity within the Club.
- Support the registration of all personnel involved with junior cycling.
- Receive, record and pass on to BCCPLO any concerns about the behaviour of members to other members, particularly those relating to the welfare of young cyclists.

### Person specification

#### Essential previous knowledge/experience

The club currently is not open to minors, however, if that changes the Welfare Office will be required to have attended the 'Safeguarding and protecting children' course provided by Sports Coach UK (assistance in training provided by the Club). Involvement with young people. High personal qualities. Belief that sport can help young people's total development.

#### Desirable previous knowledge/experience:

Involvement with young people in sporting or associated activity at club level.

## 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.
- 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.
- 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).

SWAN WHEELERS

CYCLING CLUB



#### **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 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.

##### **Desirable previous knowledge/experience:**

Management and professional experience. Ability and knowledge of computer languages, security, architecture and structures.