



Meeting: AGM  
Date: 26 February 2021  
Subject: Election of Committee Members  
Author: Malcolm Howard  
Position: Chair

**Background:**

Our Constitution requires all that all members of the committee retire each year. Requests are sought for nominations and the elections is held at the AGM.

**Discussion:**

Single nominations have been received for eight of the ten committee positions. However two positions remain without a nomination as follows:

- Officials and Volunteers Coordinator
- Lead Group Representative

**Recommendation:**

The 2021 AGM is asked to:

- **APPROVE** the nominations for Chair, Treasurer, Club Secretary, Policies Officer, Membership Secretary, Coach Representative, Communications Officer, Officials & Volunteers Co-ordinator and Meeting Secretary.
- **PROVIDE NOMINATIONS** for Officials & Volunteers Coordinator and Lead Group Representative



## Walton Athletic Club Annual General Meeting

26 February 2021

### Election of Committee Members

Role	Responsibilities
<b>Committee members</b>	<b>Note: all committee roles are subject to election at the AGM in February</b>
<b>Chairperson</b>  Nominee: Malcolm Howard	<ul style="list-style-type: none"> <li>Oversee running of the club</li> <li>Chair Committee Meeting</li> <li>Resolve disputes</li> <li>Oversee Club strategy</li> <li>Liaise with other clubs (together with Club Secretary)</li> <li>Liaise with other stakeholders (Council, Parents, EA, UKA, IOC)</li> <li>Ensure the Committee decisions are made in accordance with the club's policies</li> <li>Ensure all actions agreed by the Committee are completed</li> <li>Communicate with the club on club-wide matters (in liaison with Communications Officer)</li> <li>Organise AGM and present annual report of activities there</li> <li>Sign-off Key User Agreement and Constitution</li> </ul>
<b>Club Secretary</b> Nominee: Sabrina Mace	<ul style="list-style-type: none"> <li>Externally co-ordinate with other clubs for matches/league involvement</li> <li>Arrange of track hire – annually and for ad-hoc matches</li> <li>Deal with correspondence (managing <a href="mailto:info@waltonac.co.uk">info@waltonac.co.uk</a> inbox)</li> </ul>
<b>Treasurer</b>  Abi Riehl	<ul style="list-style-type: none"> <li>Manage club's banking arrangements</li> <li>Prepare annual accounts</li> <li>Ensure tax affairs are up-to-date and compliant with current rules</li> <li>Manage invoicing and collection of monies (electronically)</li> </ul>
<b>Membership Secretary</b>  Chris Ness	<ul style="list-style-type: none"> <li>Administer and control of membership process (electronically)</li> <li>Administer membership database</li> <li>Collect and retain record of membership fees</li> <li>Maintain England Athletics (EA) membership data on the EA portal</li> <li>Be the first point of contact for non-members</li> </ul>
<b>Policies Officer</b> Nominee: Sally Stock	<ul style="list-style-type: none"> <li>Ensure that the club's policies and procedures reflect accepted good practice</li> </ul>

<b>Role</b>	<b>Responsibilities</b>
<b>Committee members</b>	Note: all committee roles are subject to election at the AGM in February
<b>Coach representative</b>  Nominee: Jamie McLoughlin	<ul style="list-style-type: none"> <li>• Represent coaches on the Committee</li> <li>• Provide information and updates to/from other coaches as applicable</li> </ul>
<b>Officials and volunteers co-ordinator</b>  Nominee: Ben Kennard*	<ul style="list-style-type: none"> <li>• Co-ordinate provision of officials for home and away matches</li> <li>• Arrange training of new officials</li> <li>• Ensure match results are reported to the leagues</li> <li>• Promote and distribute changes to competition rules</li> </ul>
<b>Communications Officer</b>  Lizzie Amos	<ul style="list-style-type: none"> <li>• Keep Website up-to-date</li> <li>• Manage social media (eg club's Facebook page)</li> <li>• Manage internal/all-club communications</li> <li>• Provide regular newsletters to all members (this may be via website)</li> </ul>
<b>Meeting Secretary</b> Nominee: Marie Marks	<ul style="list-style-type: none"> <li>• Plan and arrange Committee meetings</li> <li>• Take minutes of Committee meetings</li> <li>• Keep committee records up-to-date electronically</li> </ul>
<b>Lead Group Representative</b>  No nominations received	<ul style="list-style-type: none"> <li>• Coordinate views of other Group Representatives and present to committee</li> </ul>

\* Ben was nominated after the official list of nominees was posted on the website so this is an update to the original list.