



## ANNUAL GENERAL MEETING

4<sup>th</sup> March 2024, 7.00pm, Institution, Bedale

The Annual General Meeting is your chance to get involved with the running of the club and to help share the work that goes into making HARC such an amazing club.

### Election of the Committee

At our AGM, we will be electing the committee for 2024/2025. We have produced descriptions for all the roles (see attached 'Role Outlines' document), including an indication of the type of skills and the time commitment each requires. We have also included a list of the current role-holders, and encourage you to speak to the current holder if any role is of interest to you.

We will elect twelve committee members at the AGM. From these twelve members, five specific roles will be allocated by a vote. The five specific roles are:

- Chair;
- Secretary;
- Treasurer (who automatically serves the role of Vice Chair);
- Membership Secretary; and
- Head Coach.

The roles available for the general committee members (allocation of which will be agreed at the first committee meeting after the AGM) are:

- Competitive Team Manager;
- Officials Coordinator;
- Publicity Officer;
- Welfare Officer / DBS Verifier; and
- Deputy Welfare Officer.

### Key Responsibilities of All Committee Members

The following information is important to note before nominating yourself or others to stand for a committee role. All committee members:

- Must be an existing member of HARC;
- Act as Officers of the Company;
- Accept that, as Company Officers, they are subject to liability of £1 maximum each;
- Must declare any conflict of interest at a vote;
- Must not have been disqualified from being a company director, or be bankrupt; and
- Have the power to decide on all questions / disputes relating to the Articles and Club Rules.

### Standing for Election to the Committee

If you wish to stand for election to the committee, you can self-nominate but you must have the support of another club member who will second your nomination. Nominations must be emailed to Lynn ([secretary@harc.uk](mailto:secretary@harc.uk)) by midnight on Monday 19<sup>th</sup> February 2024. Please ensure that you consider the role



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## ATHLETICS & RUNNING CLUB



outlines (detailed in the attached 'Role Outlines' document) and the Key Responsibilities of Committee Members (detailed above).

To stand for any of the five specific committee roles, please include the following information:

- Candidate name;
- Name of club member seconding the nomination;
- Specific role of interest (Chair, Secretary, Treasurer, Membership Secretary, Head Coach); and
- Whether or not you would be willing to stand as a general committee member if you are not successfully elected to the specific role.

If you would like to stand as a general committee member, please include:

- Candidate name; and
- Name of club member seconding the nomination.

Although England Athletics have recently changed their rules about committee members holding more than one of the specific roles, HARC will continue to appoint different people to each role wherever possible.

### Volunteer Roles

We will also be seeking volunteers to fulfil a number of non-committee roles, many of which are currently covered by committee members wearing multiple hats. Volunteer roles do not require you to be part of the committee, although you will be working closely with the committee and/or specific committee members, and you may be asked to contribute to committee meetings.

The volunteer roles are:

- Buddy Coordinator;
- Grants & Funding Officer;
- Kit Coordinator;
- Mental Health Champion;
- Parkrun Liaison;
- Route Scheduler;
- Running & Events Promoter; and
- Social & Fundraising Events Coordinator.

The roles have been defined in the attached 'Role Outlines' document. Please contact the current role-holder if you have any further questions about the requirements of a particular role.

If you are interested in any of the volunteer roles, please send your expression of interest to Lynn by email ([secretary@harc.uk](mailto:secretary@harc.uk)), indicating any particular role or roles you are interested in, and/or your willingness to turn your hand to anything! There is no need for seconding for any of these volunteer roles.

### Agenda Items

If you would like to put forward any items to be included in the AGM agenda, please submit details via email to Lynn ([secretary@harc.uk](mailto:secretary@harc.uk)) by Monday 19<sup>th</sup> February. There will be no 'Any Other Business' at the AGM.

If you have any queries, please contact Lynn Inglis or any of the current committee members.