



ANNUAL GENERAL MEETING 2016

THURSDAY 08 DECEMBER 2016 AT 8 PM
OGAC CLUBHOUSE, GUILDFORD

AGENDA

The Introductory items.....

1. To elect a Chairperson for the meeting
2. To receive and note apologies for absence
3. Matters arising from the Minutes
The minutes were previously confirmed as correct by the new committee at their first meeting and sent to all members.

Money matters.....

4. To receive the unaudited Statement of Accounts for 2015/16
(to be presented by the General Secretary on behalf of the Treasurer who is unable to attend the meeting– auditing still to be carried out)
5. Matters arising from the Statements of Accounts
6. Subscriptions for 2017
The recommendation of the committee is to keep the club subscriptions the same as 2016 following an increase last year.

Membership Category	First Claim	Second Claim
Senior (over 18)	£20	£17
Over 65	£15	£12
Junior or Student (in full-time education)	£12	£10
Couple	£28	£24
Family	£33	£28

The rest of the formalities.....

7. Motions tabled by members: No motions proposed
8. Election of Officers (see Appendix):
9. Nominations for Vice Presidents/Honorary Life Membership
- There have been no nominations received for Vice Presidents or Life Membership
10. To award the Tom Keeble Memorial Rose Bowl
This is awarded to “the member who has done most over the preceding year to bring the Club’s name to the attention of the cycling world” – vote to be taken by all members of the AGM

11. To consider any other relevant business (*anything else you want to bring up?*)

Please could any winners of trophies at last years Annual Dinner please bring them back (nice and polished) at the AGM so that we can get them engraved in case we have an Annual Dinner on 4th February 2017.

**Charlotteville Cycling Club
Annual Dinner & Prize Presentation
East Clandon Golf Club
Saturday 4th February 2017
£25 per person
Please contact Carol Golsby for more details
Or to place your ticket order
cjgolsby@hotmail.com or 07966 069313**

Appendix – Club Positions

Charlotteville CC Positions of Responsibility

The following role descriptions cover the main roles that form the committee of Charlotteville Cycling Club. We would like to see many more club members raising their hand to show interest in being part of the running of our club. Feedback from some members has been that it's not clear what is involved in some of the roles so we'd like to use this opportunity to provide a little more information....

Committee Roles:

President – this position is one that has no specific duties but is intended to bring experience and leadership to the club and committee.

Chairperson (of the committee) – we hold committee meetings on a monthly basis. Currently this happens at the OGAC on a Friday night as part of a club night (partly to ensure that we get some people down to the club night) but if the committee as a whole decide to run it another time then that is possible too. This role is to just run the committee meetings and keep us all to the agenda so that the General Secretary can concentrate on taking the minutes.

Treasurer – manages the club's financial aspects, most of which can be managed online these days which makes life a lot easier (until someone needs to be paid by cheque – remember those!). Hopefully a self-explanatory position which usually is more effectively managed when the holder of the role works in finance/accounting (probably the only committee role where relevant qualifications are an advantage)

General Secretary – key responsibilities are to take minutes at the committee, organise the AGM and is responsible for general correspondence and operations of the club. This includes being a primary point of contact for the club and can therefore include arranging activities like the club presence at events such as the Surrey Cycle Festival, submitting club organised time trial events to the relevant authorities and generally providing support right across the club. *[just to add to this, I have been doing this role for a long time now and would really like to hand over to new blood, I am willing to do one more year if it helps and so someone can work alongside me to learn the ropes for a year and understand more about the tasks involved - Matt]*

Club Captain – a role that is being reintroduced to the club whose primary focus is on ensuring that club runs are scheduled and destinations organised (they don't have to be at them all though).

Women's Captain – a role that I don't think we've formally had before so this would be a first. The aim of the role would be to promote cycling activities amongst the female membership which could include women-only rides and encouragement to race for those who are interested.

Membership Secretary – this role manages new membership submissions and renewals from existing members which is now well structured via the British Cycling website, welcomes new members to the club (via any suggested means) and can extend this to further activities such as arranging activities and communications for these members (inc. managing access to the club closed Facebook group).

Club Communications Manager(s) – responsible for keeping club members (and the wider cycling world) informed about what the Club is doing this can be via the website, social media, emails and if you wish, print form. This is an area where we could really do with improving and it doesn't require someone who has a lot of technical knowledge (but if you are interested in web management activities then please also let us know as we can get you involved in the team). This role in particular is one that can be shared across more than one person in order to ease the burden and spread the responsibilities. You don't have to write all the content but instead be prepared to try and collect it from across the membership (and other sources) in order to reach a wider audience.

Rascals Liaison – the primary link between the main club and the Rascals Committee and will normally be proposed by the Rascals Committee themselves.

Racing Secretary – this a role that has lost a lot of focus in recent years but historically has focused on trying to bring together the racing sections of our membership and in particular trying to get members to race at the same events in order to build a healthy racing section (and to achieve better results). You don't even have to be a racer yourself to succeed in this role, just someone who can bring people together and get them talking (of course if you are racing then this will no doubt help).

Social Events Coordinator – in these times of 'social media' cycling club life has changed significantly from how it was 'back in the day' where the only way that members could discuss their cycling experiences and aspirations was by meeting fellow members face to face. However, we want to ensure that there is still a 'physical' social scene with opportunities for members to actually meet other face to face as we think this is still an important part of being in the club. Therefore, this role should focus on how to promote more events across the club (you don't have to run them all yourself, other people can do this too).

General Committee Members (of which there can be up to 3) - these people have no specific responsibilities, just turn up to committee meetings and represent the views of club members (and yourself of course)

Other non-Committee Roles:

Volunteer Coordinator – this position was one that was introduced in the last few years in order to better manage the list of volunteers for Charlotteville CC organised events. The purpose of volunteer coordinator is two-fold: 1) to maintain a database of willing volunteers and 2) to connect volunteers with event organisers.

Club Kit Manager(s) – the sales of club kit over the past few years has exploded and we have a large stock of kit for resale so this is a really critical role (or roles) in helping to manage the sales, stock and new orders. The kit is held in a stock room in the Guildfordians Clubhouse.

Club Recorder – collating race results from club members across the year in order to ultimately be able to award the club trophies at the end of the season.

Club Archivist – to maintain the club archives so that the records of the Charlotteville CC can be collected and maintained for the future. It used to be that this was something that involved a lot of collecting photo's, documents and cuttings but nowadays can include mostly digital media.

Club Handicapper – to provide handicapping skills for the club time trial events where a handicap event is included (Evening 10, Open 25, Open 50)

Event Organisers – it is extremely important that the club is able to promote events at both club and open levels. These roles are so important to the club and include time trials, road races (including the Guildford Town Centre Races) and other non-competitive events such as the Cycle Jumble. As well as main organiser roles there are supporting roles available across all events in order to 'learn the ropes' for how events are operated. If we don't have event organisers, then the events cannot take place. Would you like to be involved in any of the club organised events?

Please note that the Go-Ride Rascals have their own (separate) committee made up of the coaches and a couple of other key roles fulfilled by parents of Rascals.