

Kilmarnock Harrier & Athletic Club



Extraordinary General Meeting 2016 Agenda

Date **8th April 2016, 7pm**

Venue **Park Hotel, Kilmarnock**

Agenda

- 2015 AGM minutes
- Presidents report
- Treasurers Report
- Dissolution of Kilmarnock Harriers

“The Committee of Kilmarnock Harrier & Athletic Club recommend to its members, the dissolution of Kilmarnock Harrier & Athletic Club (an unincorporated association) and the donation of its assets to Kilmarnock Harrier & Athletic Club (Scottish Charitable Incorporated Organisation Reg SC046169).”

- AOCB

Kilmarnock Harrier & Athletic Club

**Scottish Charitable Incorporated
Organisation SCO46169**



General Meeting 2016 Agenda

Date **8th April 2016, 7.15pm**

Venue **Park Hotel, Kilmarnock**

Agenda

- Welcome
- Adoption of Constitution
- Appointment of General Committee
- Appointment of Trustees (minimum 3)
- Membership & Attendance Fees 2016/17
- AOCB



Kilmarnock Harrier & A.C. - Club Roles for 2016/17 Election

The following roles are to be elected at the forthcoming AGM:

General Committee

- Chairman
- Vice-Chairman
- Athlete and Welfare Lead
- Club Administration Lead
- Coaching and Volunteer Development Lead
- Competition and Events Lead
- Finance Lead

Trustees

- 3 Internal Club Trustees
- External Trustees (2 but more may be considered)

Competition/Athlete Leads

- Senior Club Captain (Male)
- Senior Club Captain (Female)
- Junior Club Captain (Male)
- Junior Club Captain (Female)

Please send your nominations to Treasurer@kilmarnockharriers.com

Kilmarnock Harrier & A.C. - Club Trustee Details

Trustee Board

Kilmarnock Harrier & AC will formally move to a SCIO following the club EGM and as such will require to appoint a Trustee Board. The aim of the board is to have a high level unbiased view of the club to form the future strategy and maintain the governance of the club.

The Board will consist of the

- 3 General Committee Members (Chairman + 2 others)
- 2 External Trustees

With regards to External Trustees ideally if you know of someone who may run a successful business or person who has held a senior post within an organisation who currently is not part of the club. We would be really interested if you could nominate such a person to sit on the Board. In absence of any nominations at the AGM the external Trustee positions will be advertised externally and will be in the meantime temporarily filled by the General Committee.

General Committee - Main Responsibilities

Chairman

- Chair monthly meeting
- Establish trustees group to look at overall club strategy
- Represent the Club
- Lead club development plan and manage implementation

Vice-Chairman

- Chair monthly meeting in absence of the Chairman
- Support management of Club
- Represent the Club
- Support creation of the club development plan and management of implementation

Club Administration

- Provide monthly status on membership, waiting list (if applicable) and General Comms
- Provide guidance to others undertaking Administration tasks
- Help deliver club development plan

Athletes and Welfare

- Champion the needs of athletes within the club and protect their welfare
- Maintain PVG records
- Survey the Membership to canvas opinion on a regular basis
- Help deliver club development plan

Coaching and Volunteer Development

- Manage coaching structure and volunteers
- Report current status at monthly meetings
- Identify Coach Training Opportunities
- Help deliver club development plan

Finance

- Provide monthly finance report to track spend.
- Look into potential funding sources
- Help deliver club development plan

Competition and Events

- Structure the competition needs of the athletes
- Oversee the organisation of club events
- Help deliver club development plan

I don't want to be on a Committee but still want to help ?

Within each of the groups there are a number of roles that are required to support the Lead Committee member to achieve successful running of the club. These can be done at the club or in a spare few hours at home.

These roles will not be elected at the AGM but if you could please spare a few hours or feel you have some experience that may be valuable to the club then we would be very grateful for your help. If we all manage to do a little bit for the club then the more we can achieve.

If you feel you could lend a hand please get in touch by email to volunteering@kilmarnockharriers.com

Admin

- Membership database - Adding new members to online database
- Waiting List - Maintaining Waiting List and providing a monthly status
- Email - Upkeep of online email mailing list (Adding new members details)
- Website - Upkeep of Website (pages are simple to update, similar to microsoft word)
- Registration attendance Stats - combining data from spreadsheets to give overall club attendance (good excel skills - approx. 2hrs/month)
- Registration Leads - Point of contact for registration and general queries on one or more club nights
- Registration - Marking of excel registers on laptops on one or more club nights/ collecting session fee on one or more nights.
- Taking Clothing orders
- Answering general email enquiries

Comms

- Press Officer - Collating reports from website to modify and send to the local papers (Kilmarnock Standard etc)
- Press Reporters (Junior and Senior) - Gather results, details of an event and write a small report to be added to the website/local press
- Posting News or other announcements to the Website/Facebook etc

Coaching

- Become a coach or parent helper on one or more club nights
- Coach Co-ordination - ensuring sufficient coaching cover per evening
- Coach Education - Maintaining coach database and coaching qualifications

Volunteers

- Volunteer queries - Answering general queries from Volunteer Centre and other sources. Identify where volunteers have interest and approach Group Lead to check availability
- Volunteer database - Adding new volunteers to the online database
- Volunteer Inductions - Give overview of club, discuss the volunteer roles and give support
- Volunteer Awards - managing Volunteer schemes, Saltire Awards etc

Finance

- Banking of monies from club nights
- Monthly Finance Report
- Completing Grant Funding applications

Competition and Events

- Producing Calendar of Club Competitions and Events
- Entries for League Meetings and Competitions
- Team Manage athletes leading up to League Meetings or on event day
- Support Team Managers on event days
- Arranging Club Events
- Helping at Club Events

This list is not exhaustive so if you feel you could lend a hand in any way please drop an email to volunteering@kilmarnockharriers.com