

## **ANNUAL GENERAL MEETING**

Notice is hereby given that the Annual General Meeting of Dukeries Motor Club Ltd will be held **at Mansfield Rugby Union Football Club, Eakring Road, Mansfield, Notts at 9:00pm on Thursday 25<sup>th</sup> April 2019.**

The Agenda will be as follows:-

1. Notice of Meeting.
2. Apologies for Absence.
3. Minutes of the AGM held on Thursday 26<sup>th</sup> April 2018.
4. Matters Arising
5. Chairmans Report.
6. Treasurers Report.
7. Election of Officers.
8. Election of Committee
9. Any Other Business.

Nominations are required for the following positions and ***must be submitted on the enclosed form and received by the Secretary (Mr R Draper) before the commencement of the meeting.***

1. Chairman.
2. Treasurer.
3. Secretary.
4. Committee (up to 8 Positions).



## **COMMITTEE NOMINATION FORM.**

Completed forms to be returned to:

The Secretary,  
Mr R.C.Draper,  
63, Kirkby Folly Road,  
Sutton in Ashfield,  
Notts.  
NG17 5HP.

**NO LATER THAN 9.00pm 25<sup>th</sup> April 2019**

	<i>Name</i>	<i>Signature</i>
<b>NOMINEE</b>		
<b>POSITION</b>		
<b>PROPOSER</b>		
<b>SECONDER</b>		



**DEAR FELLOW MEMBERS OF THE CLUB,**

Yes, its that time of the year again, the Club AGM, and the notice of the meeting includes a request for nominations for positions on the Committee of management of the club and this year more than any other, the Club needs a fresh influx of interested people to its committee.

Perhaps some of you feel that you could offer some expertise or experience that would benefit the running of the club, but are reluctant to be nominated, as you are not entirely sure what would be involved.

The following is a very brief resume of the various positions on the Committee that will hopefully inspire some of you to put yourself forward.

**Chairman** - Chairs the Committee meetings and makes announcements at Club natters together with other tasks that may arise during the club year.

**Treasurer** – Manages the finances of the club including management of the clubs bank/building society accounts and reports to the Committee each month on the incoming and outgoing funds.

**Secretary** – General management of the Club including taking minutes of the Committee meetings, receiving and distributing correspondence and keeping the Committee informed of any issues that affect the Club.

**Committee** – Other than the ex-officio members of the Committee listed above, the Committee generally consists of up to 8 people several of which take on named jobs such as:-

Press Officer – Promotion of the Club’s activities through the press and answering any enquiries from local or national publications.

Newsletter Editor – Production of the Club’s newsletters and magazines.

Web Site Manager – Modifies and updates the clubs web sites.

Membership Secretary – Manages the membership subscription of the Club including taking in subscription payments and passing them on to the Treasurer.

Competition Secretary – Manages the Club championship and receives event regulations together with keeping in close contact with competing members of the Club.



Marshal Coordinator – Organises the Club’s marshalling activities on both our own events and other clubs events.

Associations Delegates – Attends delegates meetings of Motor Club Associations that we are a member of, reports back to the committee on issues raised at the meetings and receives correspondence from the Associations.

Trophies Officer – Maintains the inventory of the Clubs trophies including asking for their return and organising the engraving and cleaning.

All committee meetings are generally held on the first Thursday of each month at the Rugby Club starting at 8:00pm and finishing at around 10:30pm dependant upon the business that is to be covered. We don’t meet every month. Each meeting is decided on a need basis and dates are agreed in advance.

The club provides equipment and financial support to members of the committee to help them carry out their duties and the year ends with an informal committee dinner for those that have officiated during the year.

So, if you feel that you could donate a little of your time to the general running of **YOUR** Club, please put yourself forward by completing one of the nomination forms.

I can assure you that you will be made most welcome!

