

AGM PROCESS FOR GENERAL SECRETARY

For more information on activities please visit our website - www.wirralramblers.org.uk

The AGM is held on the last Thursday in November each year.

The first formal consideration is given at the October meeting of the committee. This gives the opportunity for members to declare whether they are standing for re-election and/or to discuss any other issues.

As soon as possible after the meeting the notice inviting nominations is prepared. An announcement is made at the club meeting. Copies (with nomination forms) are posted in the clubroom; circulated to Wednesday walkers and circulated around the coach. Past notices can be found with the papers for previous AGMs.

At the September committee meeting all officers (except the Chairman) should be asked to prepare and submit a written report on their work during the year to the General Secretary by the October meeting for inclusion on the AGM agenda. The Chairman reports verbally to the AGM.

The papers comprising the AGM agenda are:

- (a) The agenda page.
- (b) Minutes of the last AGM.
- (c) Officers' reports.
- (d) Group Accounts.

100 copies of the agenda are printed and circulated in the club room, to Wednesday walkers and on the coach as soon as possible.

The General Secretary is responsible for the preparation of all the papers for the AGM. On the night he assists the Chairman in the running of the meeting and records the decisions. After the meeting he/she writes up the minutes as soon as possible. Copies are posted in the clubroom; circulated to Wednesday walkers and circulated around the coach.