

February 2008

NOTICE is given that the 74th Annual General Meeting will be held in the Club Stadium, Marine Parade, Petone, on Monday 31st March 2008, commencing at 8.00 pm.

Your attention is drawn to the following matters which are part of the Rules of the Club.

** All members are welcome to attend the meeting but only financial members who paid a subscription in the previous financial year are entitled to vote. Members in arrears in respect of subscriptions, fees and other amounts are not entitled to a vote.

** Board members and life members are entitled to one vote but if any person is both a Board member and a life member he/she is only entitled to one vote.

** In terms of the Rules three members of the board retire by rotation at each annual general meeting but are, if available, eligible for re-election. Those retiring at this annual general meeting are **Graham Sole** (Chairperson), **Diane Hope** (Membership Convenor), and **Maggie Dyer** (Services Convenor). Nominations are invited for the three rotation vacancies of **Chairperson, Membership** and **Services Convenors**. The Promotions Convenor role will remain on hold for 2008. A broad outline of the responsibilities of each of these portfolios is enclosed, together with a nomination form. Note that nominations for Board positions cannot be made at the meeting.

** Members who wish to raise any matters for discussion or submit any resolutions for the consideration of the meeting are required to give notice in writing. There is provision in the Board nomination form for this purpose.

** A copy of the Annual Report and Statement of Accounts and Agenda (which will include a list of all the nominees for the meeting) will be sent to all members when finalised.

Nominations for Board positions, items to be discussed and resolutions to be considered must be received not later than Friday 14th March 2008. They may be sent to P.O. Box 38-312, Petone, or left in the designated box at the Club.

BOARD MEMBERS - BROAD OUTLINE OF RESPONSIBILITIES

CHAIRPERSON

- Has an overall responsibility with emphasis on strategic planning and monitoring the strategic plan
- Liaise with portfolio holders to ensure targets are met
- Chair meetings of the Board and general meetings of the Club
- Prepare report for the Annual Report
- Identify and train possible successor

MEMBERSHIP CONVENOR

- Responsible to the Chairperson and reports to the Board
- Responsible for ensuring members pay subscriptions according to the Club policy on payment
- Provide lists of paid / unpaid members to Monday and Midweek Clubs on a regular basis
- Update Members databases for Monday, Midweek and the Junior Club
- Keep statistics of attendances at Monday, Midweek and the Junior Club
- Provide IMR to TTW and TTNZ as required
- Ensure four newsletters are produced per year
- Computer literacy essential
- Liaise with other Board members as required
- Prepare report for the Annual Report
- Identify and train possible successor

SERVICES CONVENOR

- Responsible to the Chairperson and reports to the Board
- Nominate persons and / or subcommittees to ensure a high standard of service
- Computer literacy essential
- Provide secretarial services for the Board and Board members as required
- Purchase consumables for the stadium
- Organise and supervise canteen, catering and staffing
- Liaise with other Board members as required
- Prepare report for Annual Report
- Identify and train possible successor

EMPIRE TABLE TENNIS CLUB INC

ANNUAL GENERAL MEETING 31st MARCH 2008

1. Nomination form for Board Members

Notes

- ** You may not nominate more than one person for each position
- ** It is not necessary to submit a nomination for every position
- ** You may nominate a person who is not a member of the Club

CHAIRPERSON

Has the nominee agreed to accept nomination YES / NO

MEMBERSHIP CONVENOR.....

Has the nominee agreed to accept nomination YES / NO

SERVICES CONVENOR.....

Has the nominee agreed to accept nomination YES / NO

2. Notification of business you wish discussed at the AGM

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Name of member.....

Signature.....

*Return this form to be received NOT LATER than Friday 14th March 2008.
Post to P.O. Box 38-312, Petone, or leave in the designated box at the Club.*