

**February 2009**

**NOTICE is given that the 75th Annual General Meeting will be held in the Club Stadium, Marine Parade, Petone, on Monday 16th 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 **Diane Hope** (Activities Convenor), **Ron Menchi** (Buildings Convenor) and **Kirti Kumar** (Finance Convenor). Nominations are invited for the three rotation vacancies of **Activities, Buildings and Finance Convenors**. A broad outline of the responsibilities of each of these portfolios is enclosed, together with a nomination form.

\*\*If you are interested in joining the Board, but not in one of these roles please talk to a Board member, as there may be other opportunities. Note 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 27th February 2009. 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**

### **Activities Convenor**

- Responsible to the Chairperson and reports to the Board
- Responsible for the playing activities of the Club
- Nominate persons and/or sub-committees to provide and deliver a range of quality playing programmes and services which respond to the needs of members
- Nominate selector/s to select teams to represent the Club
- Nominate coach/es to do coaching for the Club; prepare coaching programmes
- Prepare programmes and timetables for Club day/nights
- Prepare timetable for Club Championships and tournaments
- Liaise with other members of the Board as required
- Prepare report for Annual Report
- Identify and train possible successor

### **Buildings Convenor**

- Responsible to the Chairperson and reports to the Board
- Nominate persons and/ or sub-committees to maintain and develop stadium and equipment
- Development of stadium in consultation with Redevelopment Committee
- Maintenance of stadium
- Maintenance and development of equipment
- Leases
- Certification of Stadium (WOF)
- Liaise with other Board members as required
- Prepare report for the Annual Report
- Identify and train possible successor

### **Finance Convenor**

- Responsible to the Chairperson and reports to the Board
- Be responsible for the financial management of the Club
- Computer literacy essential
- Financial accounting including audited end of year accounts
- Preparation of budgets and reporting on variances to the Board
- Assist with fundraising
- 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  
16<sup>th</sup> March 2009**

**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

**Activities Convenor** .....  
Has the nominee agreed to accept nomination YES / NO

**Buildings Convenor**.....  
Has the nominee agreed to accept nomination YES / NO

**Finance 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 27th February 2009.  
Post to P.O. Box 38-312, Petone, or leave in the designated box at the Club.***