



Dear Member

Please find enclosed the Agenda for the AGM to be held Wednesday 5<sup>th</sup> September 2012.

A copy of last year's minutes and the constitution are attached, together with the outline proposal set out below.

#### Membership

Please note if you have not already done so, your Membership needs to be renewed. Membership forms can be obtained from the website at [www.tottonrc.weebly.com](http://www.tottonrc.weebly.com) or from training sessions.

If you no longer wish to be a member of the Club you need to write to this effect by mail or email stating that you wish to resign from the Club. Any member that does not renew and does not indicate they wish to resign will be liable for the whole year subscription. Please contact Jez Weaving for any further information.

#### Committee Members

Following the discussion at last year's AGM, the committee have been discussing roles for the best part of the year to help support our ever growing membership and the diversity of members joining. To this end we are restructuring the committee roles and in line with the constitution are aiming to maintain a committee of 10, with the principal roles defined as Chair, Vice-Chair, treasurer and Secretary, there will be 6 further roles for other committee members and these roles will be agreed amongst the committee with the person most suited to each role being given the opportunity to serve for the coming year.

As well as the restructure, we have 2 members standing down and have had 2 new members proposed. Votes on all roles and members wishing to stand will be undertaken at the meeting.

In order to ensure that all club members are able to have their say we are introducing a "postal" vote for any member wishing to vote, who is unable to attend the AGM in person. Please note that if you decide to attend the AGM having submitted a postal vote, you will not be entitled to vote again.

If you wish to vote and cannot attend the GAM, please record your responses on the form attached and return to John Mursell (Chairman) before 5<sup>th</sup> September so that votes can be counted in readiness for the evening's voting. As an impartial role, the Chair will not have a say in the voting but if there should be a tie or a final decision to be made he will have the final vote to decide the outcome.

The following have put their names forward for committee positions and will need to be voted on at the AGM.

Marlene Letheren (Proposed by Angela Simpson, Seconded by Janet Foote)

Virginia Collins (Proposed by Paul Hallett, Seconded by Brian Frampton)

There will be a vote to accept these new members onto the committee

We have 2 members standing down from the committee. Andy Gates and John Mursell (Chair) we would like to give a vote of thanks to both for their service to the club over the past years and know that they will continue to be active within the club and as club coaches.

This leaves the role of Chair vacant, and the normal procedure would be for the committee to decide amongst themselves who the most suitable candidate for the role is, taking into account the requirements of the role and the attributes of each candidate. The role of chair is reproduced below.

#### Club Chair

##### **Main Duties**

In addition to the duties and responsibilities that all committee members have when joining a committee, the role of a chair has other specific requirements. These requirements are focused around the need to ensure that the committee acts as a team and that the business of the meetings is conducted effectively.

- To chair management committee meetings ensuring that they are properly conducted, that everyone is involved in discussion or decision making and that the committee has all relevant information for making decisions.
- To ensure that agendas are set and meetings called in line with the constitution in consultation with the Secretary.
- To ensure that all decisions taken are acted upon.
- To liaise with committee members and provide support as required.
- To represent the Club externally.
- To manage and supervise the other members of the club and identify development opportunities for members.
- To consider the future development of the club and to propose aims and development for further discussions, and to ensure these aims are carried out once agreed.
- To oversee and monitor the club financial situation from identified figures presented by the Treasurer

Having opened this vote up to the Club, we have had 2 nominations for the position, both are currently committee members, so will continue to serve on the committee whether they are successful in this application or not, subject to the members agreement..

The 2 candidates are

Sean Driscoll (Proposed by Paul Hallett, Seconded by Andy Gates)

Simon Mason (Proposed by Brian Harvey, Seconded by Marlene Letheren)

Each candidate was asked to prepare a statement of around 150 words setting out why they would make a good chairman of the club, why they wanted to take on the role and what they saw as the future development or direction for the club.

Below are the statements I received.

From Sean

**Case for Chairman**

I have been an active member of Totton RC since October 1996 and have been on the committee for approximately 12 years plus. I was one of the first members within the club to qualify as a coach and now have level 2. I am well known to many other clubs and their members and apparently am known as 'Mr Totton' by some other clubs.

I believe that personal challenges are healthy and enjoy pushing myself to see what is possible. Some of my personal achievements include 3.02 for the London Marathon and this year will be the seventh year running the OMM (original mountain marathon). Some of my other wacky races have included Race the Train in Wales, (which I beat), Mendip Mashup and Muddle, Uphill to Wells relay, which should be for a team of 6 but there has only ever been two of us so that has been an enjoyable challenge and I have taken part in the Test Way Relay on many occasions and still find this a very enjoyable and friendly event.

My early days with Totton Running Club began by competing in the RR10s, CC6s and Hampshire Cross Countries. I then became men's captain for the Club, and went to to become Joint Race Director for Totton 10k along with Brian Harvey. After the Totton 10K unfortunately ceased due to restrictions imposed on us all by local authorities I instigated a replacement event for the Totton 10K. Kylie Nugus (ladies captain at present) and myself then approached the Committee with a new race; now know as the Minstead Stinger.

Under the present Chairman Totton Running Club has grown in membership and gained success with many team and individual achievements, which has been incredible. I passionately want this to continue and believe that I have the motivation to carry the success forward whilst retaining the friendliness of the club.

As chairperson I have the ability to support my fellow Committee members and encourage Club members to become involved. I would also welcome ideas and feedback on all aspects of the club and for the committee to consider and believe that structure to the Committee meetings and a professional attitude to the decisions are vital to allow Totton Running Club to continue to be a success.

Totton Running Club has achieved a high profile through its achievements and has a sterling reputation for being a friendly approachable Club that motivates, encourages and supports it's members from complete beginners through to top of the league seasoned runners.  
Sean Driscoll" (420)

From Simon

**"Fellow Members**

I joined the club in 1989, and have been a committee member twice since 1992 before becoming Vice Chairman in 2005 when John took over as Chair. I feel I have the skills required to take on the responsibilities of Chairman, having successfully deputized for John on a number of occasions.

During my time on the committee I have set up and run the club website, which has been an important factor in the increased membership over the last few years. I would like to see further development of this to pass on more information and collect membership fees etc.

The structure of the committee has been reviewed and will change; I wish to oversee its implementation to allow a more even spread of jobs within the committee and beyond.

The Club is steadily growing and I want to encourage growth and continue to offer first class training and a friendly environment to all club members whoever they may be or whatever their ability.  
Simon Mason" (164)

There will be a vote by membership to ascertain the person they think will do the best for the club in the role as Chair.

The remaining committee members are happy to stand again and if re-elected will take on the new roles for the forthcoming year.

Dave Murray – Treasurer  
Angela Soffe

Sue Tizard – Secretary  
Caroline Wilton  
Diana Davis

Kylie Nugus

### Discussion and Voting

There are two items on the agenda that require discussion and voting.

a) Payment of Hants Road Race league Races – Tony lees

I would like to propose for the AGM that People that put the time money and effort to run the HRRL league series get their final qualifying race free. So only those who do the 7 or 8 races would get any benefit.

Last year only 4 or 5 would have qualified for this but the offer may encourage others to do more races - even if we had say 5 guys and 5 ladies - the cost would be max £150 for the club !!

The aim would be to get both the mens and ladies team promoted to division 1.

I think this is fair as people otherwise spend £80-100 each to do the series.

Also it is free for all HCC races.

NOTE re Race payments – The club covers the cost of entry to the RR10, CC6 HCCL and HCCC as these are “league entries or one-off entries) we also subsidise Clarendon and Test Way Relays.

In order to score in the league the best 7 scores are taken, so if a member has completed 6 races then the 7<sup>th</sup> race could be paid to enable them to improve their score and improve the team standing.

Teams should also be encouraged to take part.

The relevant member will need to apply for the payment in good time to enter prior to the closing date or be re-imbursed after the event.

b) Club Championships proposal for presentation

Following last year’s discussion re Club Championships, it is proposed that a further discussion take place to consider the effectiveness of last year’s decision. In light of the complexities of trying to mix race position with time adjusted results, it is proposed to use a points scheme instead to allow those that turn up for races to gain some credit.

### AOB/Points for discussion

Any further items may be raised and discussed at the meeting but will not be voted on but will be carried forward to the next committee meeting for discussion.

Next AGM date and Committee meeting dates will be set prior to close of this meeting

Sue Tizard (Club Secretary)

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VOTING SLIP FROM \_\_\_\_\_ (Your name is required)

Note: your name is required to ensure we do not get duplicate voting. The votes received via this slip prior to the meeting will be counted by the current Chair and the totals added to the secret ballot held by the attending members at the AGM. You do not need to complete this from if you are attending the AGM as all votes will be held on the night.

Please indicate below your votes on the following issues.

### COMMITTEE VOTING

1) Position of Chair (Please tick one box)

Sean Driscoll

Simon Mason

2) Agree to current committee members remaining on the committee as follows:

Dave Murray – Treasurer  
Angela Soffe

Sue Tizard – Secretary  
Caroline Wilton

Diana Davis

Kylie Nugus

3) Agree to New members being voted on to the committee as follows:

Marlene Letheren

Virginia Collins

### AGM PROPOSALS

1) Payment of final (7<sup>th</sup>) HRRL qualifying race if taking part in 6 others. Agree

Do not agree

2) Amend Club Champs to simplify calculation of results

Agree

Do not agree

Please return this slip to John Mursell, either in person, by email [jwmursell@gmail.com](mailto:jwmursell@gmail.com) or by post to 11 Deerhurst Close, Totton. SO40 8WQ to arrive before 5<sup>th</sup> September.



**Agenda for Annual General Meeting**  
**7.30pm 5<sup>th</sup> September 2012**  
At AFC Totton, Testwood Stadium, Salisbury Road  
(post meeting buffet for all attending – full bar available)

1. Welcome
2. Attendance and Apologies
3. Minutes of Previous Meeting
4. Matters Arising
5. Chairman's Report
6. Secretary's Report
7. Treasurer's Report
8. Men's Captain's Report
9. Ladies Captain's Report
10. Election of Officers
  - a. Chair
  - b. Committee remaining
  - c. New committee members
11. Votes on any issues raised prior to the meeting
  - a. HRRL race payment
  - b. Club Championships amendments
12. AOB / Points for new committee to discuss
  - a. Great South Run Support
13. Next Meeting Date