

CAMP HILL SWIMMING CLUB AGM 2015

Saturday 11th July 2015 @ 1.00pm at Rubery FC Club House, Bay Tree Farm, Middle Lane, Wythall, Birmingham, B38 0DT

ATTENDANCE AT THE AGM

Would all club members please make an effort to attend the AGM. The AGM can only take place if there is a quorum of 8 voting members. Only club members over the age of 16 years old on the day of the AGM are entitled to vote.

CONSTITUTION & RULES

Any propositions to amend or add to the current Constitution & Rules for CHSC must be received by **Saturday 27th June 2015, together with the AGM form**. Please send to:

Heather Haw-Tierney, 335 Highters Heath Lane, Birmingham, B14 4TA

Or e-mail to office@chsc.org.uk

(See www.camphillswimming.org.uk for a copy of the current Constitution & Rules)

MANAGEMENT COMMITTEE:

Executive Officers of the Club

| | |
|----------------------------|-------------|
| Heather Haw-Tierney | Chairperson |
| Peter Haw-Tierney | Vice Chair |
| Mike Evans | Treasurer |
| Michelle Williams | Secretary |

Additional Officers of the club

| | |
|-----------------------|--------------------|
| Vicki Okoosi | Welfare Officer |
| Jane Stalker | Fixtures Secretary |
| Sally Colleran | Swim21 Coordinator |

Management Committee:

In accordance with the Constitution 7.3, the Executive Officers of the club will be proposed and seconded at the AGM.

We are also additionally looking for two new sub-committee members (role descriptions attached);

Workforce Coordinator

Fundraising and Sponsorship Coordinator

If anyone wishes to stand for these roles please indicate on the attached and fill out the AGM nomination form.

URGENT SUPPORT YOUR CLUB – As the Club has grown and is close to completing Swim21 there is a need to look at support for the committee by other parents/swimmers taking on support roles. This **DOES NOT** mean attendance at Committee Meetings but helping those who run the Club by taking on small support roles – e.g. organising social events, team manager, officials etc. These are not onerous tasks and would help the Club as it goes forward. The Club is becoming more and more successful and it cannot fall to the same people all the time to run it. This is your Club and everyone needs to do their bit so please help us. Indicate on the attached form if you can help. **PLEASE** help us develop the Club and help you.

AWARDS – CHSC Summer Club Champs Level 4 Licensed Meet 2015

As in previous years we will be holding an awards ceremony for the results from Summer Club Champs, which will be held at the end of the AGM before the Summer BBQ begins.

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CLUB FEES

Remember if you are paying monthly for your training fees they should be paid by cheque or Standing Order by the 1st of each month (£26). If you are paying quarterly you should have paid January and April's fees already with July and October left to pay (£75 each).

NB: August's payments still go ahead even though we are not training. This is because the monthly and quarterly payments are "payment plans" and are a way of splitting the cost out throughout the year.

If payment is not paid, in accordance with section 4.3 of the constitution, membership will be terminated.

DATES FOR YOUR DIARY

Saturday July 18th Last training day for the summer
Monday August 31st First day back at training after summer

Please complete the form below and return it no later than Saturday June 27th 2015 to:
Heather Haw-Tierney, 335 Highters Heath Lane, Birmingham, B14 4TA
or email to office@chsc.org.uk

Name: _____ (Please use CAPITAL LETTERS)
(Please list additional family member names here):

I/we will attend the AGM }
I/we are unable to attend the AGM } Tick one

Sub-Committee Roles:

I would like to stand for Workforce Coordinator:

I would like to stand for Fundraising and Sponsorship Coordinator:

I would be interested in supporting the Club Committee

Please tick we need your support

Indicate any particular areas you think you can help in – this could include Supporting our coaches, organising social events, organising fundraising events, officiating etc – in fact anything you think you could help in and take pressure off the few

IMPORTANT – PLEASE NOTE: REPLY DUE BY Saturday June 27th 2015 LATEST



WORKFORCE CO-ORDINATOR

Role

Co-ordinating the recruitment and organisation of volunteers within the club.

Skills

- Well organised and able to delegate
 - Enthusiastic and a good motivator
 - Approachable
 - Confident and effective communicator
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Main Duties

- Main contact for all volunteers
 - Get to know all club volunteers and potential volunteers by name
 - Ensure all jobs have job descriptions
 - Supervise and oversee all volunteers
 - Liaise with the Chairperson to ensure all tasks required to run the club are carried out
 - Co-ordinate the implementation of the volunteers requirements
 - Liaise with the Development Officer and Competition Secretary as to their volunteer requirements
 - Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
 - Awareness of the Sport England – Volunteers Investment Programme (VIP)
 - Ensure volunteers are directed to the ASA website for useful information on volunteering
 - Organise social and recruitment events for volunteers
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Commitment

Determined by the club i.e. 2 hours per week plus Committee Meetings

Benefits to Self

Contribution to creating a better structure for volunteers within Swimming and simultaneously helping your club by recruiting more volunteers.

Further Development/Support

Volunteer Management Workshop

A 3-hour workshop to help you make the most of your volunteers

Provided by Running Sport

Tel: 0207 404 2224 Email: runningsport@coachwise.ltd.uk

Website: www.sportengland.org/runningsport

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ROLE OF THE CLUB FUNDRAISING AND SPONSORSHIP OFFICER

A fundraising and sponsorship officer provides a central point for the club to lead, and develop opportunities for funding, grants and sponsorship into the club. This may include the preparation and submission of funding bids to organisations, working with other organisations to develop joint bids and ensuring the profile of the club is maintained. The Club Fundraising and Sponsorship Officer should report into the club Chairperson.

DUTIES OF A CLUB FUNDRAISING AND SPONSORSHIP OFFICER:

- To identify and target sources of funding for the club in association with the club's development plan
- To prepare funding bids in partnership with club committee members as appropriate
- To establish and develop effective working relationships with key local funding providers
- To develop a sponsorship proposal(s) for the club in association with the club's strategic plan

THE GOOD CLUB GUIDE FOR A CLUB FUNDRAISING AND SPONSORSHIP OFFICER

- To promote and publicise any funding and/or sponsorship secured for the club through the club newsletters, website and notice board, in association with the marketing/promotions and press officer

COMMITMENT / TIME FOR THE ROLE

Will vary from club to club, but will include ongoing weekly responsibilities ranging from 1 hour to 1½ hours, particularly in preparing funding bids.

SKILLS AND QUALITIES REQUIRED

- Enthusiastic with a good knowledge and interest in the club's activities
- Be an excellent communicator, with good verbal and written skills
- Have experience and/or an interest/passion in funding opportunities and/or sourcing sponsorship