

# DEWSBURY ROAD RUNNERS

## NOTICE OF ANNUAL GENERAL MEETING

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**Members are duly advised that the Dewsbury Road Runners Annual General Meeting will be held at**

**8.00PM on Tuesday 11<sup>th</sup> November 2021 at The Leggers Inn,  
66 Mill Street East, Dewsbury, WF12 9BD**

**All members are invited to attend**

**FREE FOOD IN THE FORM OF CHIP BUTTIES WILL BE PROVIDED BY THE CLUB**

### Agenda

- Chairman's welcome
- Apologies
- Minutes of last AGM
- Chairman's report
- Treasurer and Membership report
- Secretary's Report
- Matters arising
- Election of officers for 2021–2022\*
- Membership fees
- Any other business

If any members have specific matters they would like raising for discussion please notify a current committee member before the AGM

\*All committee positions will be up for re-election. Any member interested in taking up a role on the committee should contact a current committee member before the AGM

The three main positions of office are

**CHAIR** – Leads the club. Chairs committee meetings. Has the casting vote on split decisions in committee meetings. Acts as an ambassador and

spokesperson for the club and committee. Presents prizes and speaks at club events

**TREASURER** – Attends committee meetings. Manages the club's finances, books and accounts. Issues invoices, payments and looks after the banking. Manages membership records and members subscriptions. Deals with England Athletics affiliation and renews annual subscriptions and insurance.

**SECRETARY** – Attends committee meetings. Records, circulates and presents minutes of committee meetings. Deals with and responds to correspondence, emails and website enquiries. Manages London marathon club places. Communicates memos, documents information to members regarding club activities.

Other committee roles are listed below. Some of these will be filled after the AGM

**MENS' AND LADIES' CAPTAINS** – Attend committee meetings. Promote participation of members in club events. Organise teams and help manage the running of club events. Promote participation in the Calderdale and Leeds Country Way relays. Organise teams for these events, submit entries and communicate with the organisers.

**YVAA REP** – Deal with all admin, communication and matters related to the Yorkshire Vets race series

**WYWL REP** – Deal with all admin, communication and matters related to the West Yorkshire Winter League XC series

**SOCIAL SECRETARY** – Organises the Christmas party and social events

**WEBSITE ADMIN AND IT SUPPORT** – Deals with all things techy

**NEWSLETTER** – Responsible for gathering interesting content for inclusion in the club newsletter. Create and publish a newsletter 3 times a year for circulation to members

**CLUB KIT** – Manage the sales, stock and reordering of club kit and merchandise.

We may also have one or two committee members with no specific area of responsibility

