**DULWICH RUNNERS AC**

**ANNUAL GENERAL MEETING:**

**Wednesday 24 April 2024, 8.45pm**

**The AGM will be held in ‘The Nursery’ downstairs at the Edward Alleyn Club, 83-85 Burbage Road, London, SE24 9HD at 8.45pm on Wednesday 24 April.**

Items for the agenda should be sent to the Club Secretary, Yvette Dore, by Wednesday 17 April.

Minor items of Any Other Business will be allowed on the day at the discretion of the Chair depending upon the time available.

The meeting will start promptly at 8.45pm, so do please arrive in good time after your run to find a seat and grab a sandwich which will be provided.

Draft minutes of the 2023 AGM are available on the club website here <https://www.dulwichrunners.org.uk/agm> and will be proposed for approval at this AGM.

At the AGM, Committee positions for the coming year will be voted upon. All Committee posts are up for election with the table below showing whether the present incumbent is happy to stand again.

There are **two roles with vacancies** – **Club** **Secretary** and **Joint Women’s Captain** -and the Committee would especially encourage members to stand for or consider suitable nominations for these positions.

**Members are encouraged to stand for these and any role they may be interested in.**

For further information on the responsibilities, please see the brief descriptions below, or speak to the person currently in the role.

It may be possible to accommodate someone who wishes to join the Committee, but who would prefer to take on one of the other roles, through some re-assigning of the remaining Committee.

If you are interested in any of the roles, or know of someone who you think would be a good fit, please contact any Committee member as soon as possible or email Club Secretary, Yvette Dore.

Nominations for any role should be sent to Yvette by Wednesday 17 April to allow time to organise an election if there is more than one candidate, but nominations can be taken up to and including the day of the AGM.

**Known nominations to date**

Joint Women’s Captains: Laura Vincent

Club Secretary:

Yvette can be contacted at: [secretary@dulwichrunners.org.uk](mailto:secretary@dulwichrunners.org.uk)

**Outgoing Committee Members**

|  |  |  |
| --- | --- | --- |
| **Committee Post** | **Present**  **Holder** | **Standing**  **Again?** |
| Joint Chair | Ebe Prill | Yes |
| Joint Chair | Ange Norris | Yes |
| Club Secretary | Yvette Dore | No |
| Treasurer | Andrea Ceccolini | Yes |
| Membership Secretary | Barry Graham | Yes |
| Social Secretary | Michelle Lennon | Yes |
| Joint Women’s Captains | Katie Smith | Yes |
| Joint Women’s Captains | Kay Sheedy | No |
| Joint Men’s Captain | Alex Loftus | Yes |
| Joint Men’s Captain | Ed Chuck | Yes |
| Shorts Editor | Barry Graham | Yes |
| Welfare Officer | Tom Poynton | Yes |
| Publicity Secretary | Jonathan Whittaker | Yes |
| General Member | Mike Mann | Yes |
| General Member | Jack Ramm | Yes |
| General Member | Gower Tann | Yes |
|  |  |  |
| **Non-committee posts** |  |  |
| Honorary President | Barrie Nicholls | Yes |
| Welfare Officer | Mark Foster | Yes |
| Kit Person | Ros Tabor | Yes |
|  |  |  |
|  |  |  |

**Dulwich Runners AC - Committee Roles 2024**

Generally, the role of all Committee members is to deliver the smooth running of Dulwich Runners AC, ensuring it remains a successful, welcoming and sociable club where members of mixed abilities can make the most of their running and have the opportunity to develop and progress.

**Honorary President**

The Honorary President is appointed in recognition of their expertise and long service to the Club and will not be a member of the Committee. The key remit of the role will be to support and encourage members through visibility at races and presenting Club Awards at the Christmas party and after Club Championship races.

**Club Chair(s)**

The role of Chair can be undertaken by one individual or shared between two Joint Chairs**.** The Club Chair has overall responsibility for the smooth running of the Club, and Chairs committee meetings and the AGM. The Chair oversees the running and administration of Wednesday Club nights, which they can undertake personally, or delegate to a Committee Member. The Chair also oversees Club events including the Club Championships, and presenting medals when the Honorary President is unavailable to do so. The Chair listens to members’ views and raises relevant issues at meetings.

**Club Captains – Joint Men’s Captains and Joint Women’s Captains**

There are four Club Captains, two Joint Men’s and two Joint Women’s. The Captains share responsibility, to ensure men and women members, new and existing, feel part of a team.

The Captains encourage members to participate in events, ensuring they are aware of fixtures, and are responsible for submitting entries for the Club’s participation in races, relays and Leagues. Where required, they also select members to represent the Club in certain races and Leagues.

In conjunction with the Athletic Development Sub-Committee (ADSC), the four Captains are responsible for selecting Club Championship races and setting the rules, and selecting events for the Ken Crooke Cross Country Championships.

**Club Treasurer**

The Club Treasurer manages the Club’s finances and financial records, maintaining cash and income and expenditure records, and making payments and banking income as required. The Treasurer makes track bookings at Crystal Palace and Dulwich College and negotiates rates as necessary. The Treasurer produces and presents income and expenditure summaries for each Committee meeting and the AGM.

**Club Secretary**

The Club Secretary organises and co-ordinates five Committee Meetings per year. This includes compiling and distributing the agenda, and attending and writing meeting minutes. The Secretary also attends and minutes the AGM, and supports the Club Chair in Committee Meetings and the AGM as required.

**Membership Secretary**

The Membership Secretary maintains the database holding an up to date record of Club members. They send out an annual notice via email of membership renewals, register members with England Athletics, and liaise with EA throughout the year. The Membership Secretary attends Wednesday Club runs to welcome new and prospective members.

**Social Secretary**

The Social Secretary organises regular events to increase club engagement, such as curry nights, quizzes, and the Christmas Party. The Social Secretary is also responsible for arranging coaches to Club Championship Races that are difficult to get to or too far away for public transport.

**Welfare Officer**

The Welfare Officer is responsible for creating and implementing the Club’s code of conduct and policies on welfare. They play a key role in ensuring that members have a safe and positive experience, and deal with any concerns or complaints should they arise.

**Shorts Editor**

Shorts is the Dulwich Runners AC weekly newsletter. The Shorts Editor compiles and edits where required all stories and articles, ensuring the newsletter goes out every Wednesday containing all relevant information about the Club and upcoming races and events. The Editor distributes Shorts via email to all subscribers and also makes it available on Facebook.

**Publicity Officer**

The Publicity Officer is responsible for promoting the Club and its achievements via a number of channels including the Club's website, Facebook, Instagram and local forums, as well as submitting regular reports of races the Club has competed in, including Cross Country and Club Championships, to relevant publications such as the South London Press.

**Kit Person**

The Kit Person orders and sells Club kit, including Club vests, and maintains a stock list.

**General Member – three positions**

There are currently three General Member roles on the Committee. Their remit is to represent Club Members generally and feedback to the Committee by taking part in most club events (training, road and cross country races, and social activities), and representing views on general matters through input from other members as well as their own experiences.