

Memo



To Club Secretaries
Copy to SW Board, SW Life Members, SW Awards Committee
Date 15 July 2010

Subject **Notice of Annual General Meeting and Call for Nominations**

RULE 27. NOTICE OF ANNUAL GENERAL MEETING

In accordance with Rule 27.1 of the Swimming Wellington constitution, notice is hereby given of the Annual General Meeting of the Swimming Wellington.

Date: Thursday 26 August 2010
Time: 7pm – 9.30pm
Place: Pelorus Trust Sports House, Hutt Park, Seaview, Lower Hutt
Moera and Waiwhetu Rooms

Business:

1. To receive apologies for absences and to verify proxies
2. To call the roll of Delegates
3. To confirm the Minutes of the previous Annual General Meeting
4. To table Annual Reports and Financial Statements from clubs
5. To receive the Association's Annual Report and Financial Statement for the year ended 30 June 2010
6. To receive the report from the Awards Committee
7. To appoint two scrutineers
8. To elect the Board Member, Selectors and Awards Committee
9. Elect three Selectors (preferably one from each zone)
10. To consider all motions, notice of which has been previously given
11. To deal with any other business which can properly be considered or which the Annual General Meeting agrees to consider

NOMINATIONS and NOTICES OF MOTION

RULE 22. ANNUAL RETURNS

In accordance with rule 22.1 and 22.2 of the Swimming Wellington Constitution, all clubs shall provide relevant annual reports and relevant audited financial statements to Swimming Wellington prior to the AGM



NOMINATIONS ARE HEREBY CALLED FOR THE FOLLOWING POSITIONS

RULE 16. SWIMMING WELLINGTON BOARD (16.3)

Rule 16.3 at each AGM of Swimming Wellington the two longest serving elected Members shall retire but shall be eligible for re-election. If the longest serving members more two, all equal lengths of service, the two to retire will be decided by straw poll.

Two SW Board Members are due to retire by rotation this year. They are

1. Vivien Morton (Board Member & Treasurer)
2. Greg Forsythe (Board Member & Technical Officials Officer)

Greg Forsythe has confirmed he will stand for re-election. Vivien Morton has elected to retire from the Board. A specific Treasurers Job Description is available from the Operations Manager.

Three Selectors who shall be selected annually

Heather Newall – Chairperson of Selectors
Rosie Gibson
Sandy Turner

Rosie Gibson and Sandy Turner will stand for re-election. Heather Newall is currently considering her availability.

In accordance with Rule 16.3 of the Swimming Wellington Constitution, nominations are hereby called for the following positions;

Treasurer
Technical Officials Officer
Three Selectors

RULE 31. AWARDS COMMITTEE

Rule 31.2 One Awards Committee Member shall retire by rotation and be eligible for re-election. Retirement by rotation in 2010: Roger Robins

Roger Robins has confirmed he will stand for re-election

In accordance with Rule 31.2 of the Swimming Wellington Constitution, nominations are hereby called for;

One Awards Committee Member

Nominations and applications for the above close with the Operations Manager on:

29 July 2010 5.00pm

NOTICES OF MOTION, CONSTITUTIONAL CHANGES OR OTHER BUSINESS

Notices of motion, constitutional changes, or other business for consideration at the Annual General Meeting, should be received by the Operations Manager by

29 July 2010 at 5.00pm

Henrietta Latham
Operations Manager
Operations@swimwn.co.nz

General Description for Board Member of Swimming Wellington

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|-------------------------|--|
| Title: | Board Member |
| Responsible to: | Wellington Swimming Association (Inc) and its membership |
| Responsible for: | The long-term health and prosperity of Swimming Wellington (SW) Charting the direction of SW and monitoring operation management's performance on behalf of stakeholders |

Principal Duties

1. Establish and maintain the organisations vision, purpose and values
2. Decide strategy and structure
3. Delegate to management
4. Exercise accountability
5. Assist at Swimming Wellington hosted swimming meets

Specific Duties

1. Meet regularly to monitor the performance of management and SW as a whole. The Board will ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilised to provide accurate and timely information to board members
2. Ensure there is an appropriate separation of duties and responsibilities between Board Members and the Operations Manager and that no one has unfettered powers of decision making
3. Ensure the independent views of Board Members are given due consideration and weight
4. Ensure stakeholders are provided with an accurate and balanced view of Swimming Wellington's performance including both financial and service provision
5. Regularly review your individual performance as the basis for your personal development and quality improvement
6. Participate in board meetings in such a manner as to ensure fair and full participation of all Board Members
7. Ensure the board develops, maintains and adheres to policies relevant to the effective governance of Swimming
8. Satisfy yourself that SW has the capacity to implement policy and manage its affairs

Preferred Competencies

Leadership

- Board Members must be able to demonstrate leadership skills, both in directing the organisation and to stakeholders.

Strategic Thinking

- Board Members must have the ability to think strategically and consider the wider perspective of issues. They must be able to distinguish between governance and operational matters.

Commitment to Excellence

- Board Members must have a commitment to excellence, both personally and for the organisation as a whole.

Commitment and Adding Value

- Board Members must be interested in sport in general and Swimming in particular and be able to commit the time and effort required to effectively carry out their role as a Board Member. The Board should strive to add value to the organisation in terms of strategic direction and through its decision making processes.

Decision-Making

- Board Members must have the ability to consider and make decisions that benefit the organisation. They must demonstrate good judgment, common sense and independence of thought, allowing for a wide perspective on issues.

Honesty and Integrity

- Board Members must be able to demonstrate honesty and integrity at all times. This includes being non-negotiable in their personal values.

Interpersonal and Communication Skills

- Board Members must have good interpersonal skills, including the ability to interact and communicate with people from a wide variety of backgrounds.

Organisational Awareness

- Board Members must have knowledge of the organisation, its structure and the issues that are important to members as a whole.

Financial Understanding

- Board Members must understand financial matters and their implications on the organisation.

Experience

- Board Members will desirably have had experience with the sport of Swimming and be familiar with the organisation and operation of Swimming in New Zealand.

SWIMMING WELLINGTON

CLUB REQUIREMENTS

Each Club shall, prior to the Annual General Meeting of Swimming Wellington, forward to the Operations Manager:

1. A copy of the Club's Annual Report and a duly audited Financial Statement audited by a member of the Institute of Chartered Accountants of NZ.
2. The name and address of the Delegate or Delegates who will represent the Club at the AGM Meeting.
3. A list of the Club's officers is requested.

Name of Club _____

| POSITION | NAME | ADDRESS | PHONE | FAX | EMAIL |
|------------------------|------|---------|-------|-----|-------|
| Delegate | | | | | |
| Delegate | | | | | |
| Secretary | | | | | |
| Race Secretary | | | | | |
| Officials Co-ordinator | | | | | |
| Treasurer | | | | | |
| Chairman | | | | | |
| Committee Members | | | | | |
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A club that has failed to comply shall not be represented at the Annual General Meeting of Swimming Wellington. Please advise the Operations Manager of any changes to key contacts.