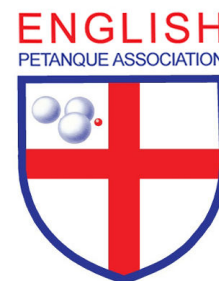


**Tony Mann – National Secretary**  
4 Castle Street, Brighton, East Sussex, BN1 2HD  
Mobile: 07917 108117 – Email: [tonymann@ntlworld.com](mailto:tonymann@ntlworld.com)  
Web: [www.englishpetanque.org.uk](http://www.englishpetanque.org.uk)



7<sup>th</sup> February 2015

**To: All Regional Presidents & Secretaries, EPA Registered Club  
Contacts, Affiliated Leagues and Honorary Life Members**

Please find enclosed the following documents :-

- Preliminary Notice of Annual General Meeting 2015
- Guidance on Nominations which includes :-
  1. Positions available for Nomination
  2. Brief Role Descriptions
  3. Rules of nominations
  4. Supporting Profile Statement
  5. Instructions for completing a Nomination Form
- Nomination Forms

EPA County Regions, Registered Clubs and Affiliated Leagues wishing to submit motions to be considered at the AGM should submit them by post or by email (see Preliminary Notice for more detail).

Nomination Forms can be sent either by post or email in accordance with the Guidance on Nominations.

Supporting Profile Statements should be submitted by email in accordance with the Guidance on Nominations.

Motions, Nomination Forms and Supporting Profile Statements must be received by 28<sup>th</sup> February 2015.

Please allow a minimum of 3 working days from posting (1<sup>st</sup> Class Mail) to delivery at the above address.

I look forward to seeing you at our AGM on 28<sup>th</sup> March 2015.

Kind regards

**Tony Mann**  
**EPA National Secretary**

EPA 07.02.15



Affiliated to the Fédération Internationale de Pétanque et Jeu Provençal  
&  
Confédération Européenne de Pétanque





Preliminary Notice

# ANNUAL GENERAL MEETING

will be held on

**Saturday 28<sup>th</sup> March 2015**

commencing at 1:30 pm

at

**Holiday Inn Reading South**

500 Basingstoke Road

**Reading**

Berkshire, RG2 0SL

EPA County Regions, Registered Clubs and Affiliated Leagues wishing to submit motions to be considered at the AGM should submit them by post\* or by email\*

Nomination Forms can be sent by post or email in accordance with the Guidance on Nominations

Supporting Profile Statements should be submitted by email in accordance with the Guidance on Nominations

Motions, Nomination Forms & Supporting Profile Statements must be received by 28<sup>th</sup> February 2015

Postal Address: EPA National Secretary – 4 Castle Street, Brighton, East Sussex, BN1 2HD  
Email Address: [tonymann@ntlworld.com](mailto:tonymann@ntlworld.com)

*\* Motions for the AGM should be submitted formally on Regional, Club or League letter-headed paper if posted. If emailing motions these too should be submitted formally on letter-headed paper and sent as a PDF document.*

# Guidance on Nominations

## Positions available for Nomination 2015

- National President
- National Secretary
- National Vice President
- National Membership Secretary (1 year term of office)\*
- Director of Promotions (1 year term of office)^
- 4 members, Management Committee - County Region
- 2 members, Management Committee – Afiliated League
- Arbitrators

## Brief Role Descriptions

**National President** – Two year term of office.

- To preside, when present, at meetings of the EPA Management Committee.
- To preside, when present, at General Meetings of the Association, Congress of County Regions and shall, ex-officio, be a member of all standing committees.
- To act as a counter-signatory in respect of any property or financial transactions on behalf of the Association.
- To act where necessary as the representative of the EPA at the World Congress and other international meetings.
- To assist the Management Committee in achieving its goals.
- To attend regular Management Committee meetings.
- To uphold the Association's Constitution, Policies and Procedures.

**National Secretary** – Two year term of office.

- To convene, attend and keep minutes of all meetings of the Management Committee, General Meetings of the Association and Congress of County Regions.
- To establish and maintain communication with the general membership.
- To assist the Management Committee in achieving its goals.
- To attend regular Management Committee meetings.
- To uphold the Association's Constitution, Policies and Procedures.

**National Vice President** – Two year term of office.

- To be involved in the day to day running of the Association and to assist the National President and National Secretary in their duties
- In the absence of the National President to assume the powers and duties of the office of the National President
- If the office of the National President should become vacant to assume the office of National President until such a time as a National President is elected
- To assist the Management Committee in achieving its goals.
- To attend regular Management Committee meetings.
- To uphold the Association's Constitution, Policies and Procedures.

**National Membership Secretary** – \* One year term of office due to vacancy

- To undertake the administration of the EPA membership.
- To maintain the register of Members, Clubs and Leagues.
- To assist the Management Committee in achieving its goals.
- To attend regular Management Committee meetings.
- To uphold the Association's Constitution, Policies and Procedures.

**Director of Promotions** – ^ One year term of office due to vacancy

- To promote the sport of pétanque and the EPA throughout England.
- To seek sponsorship opportunities at a National level.
- To assist the Management Committee in achieving its goals.
- To attend regular Management Committee meetings.
- To uphold the Association's Constitution, Policies and Procedures.

**Management Committee Member County Region** – Two year term.

- To take on tasks as allocated by the Management Committee.
- To feedback to the Management Committee the views of the regions.
- To assist the Management Committee in achieving its goals.
- To attend regular Management Committee meetings.
- To uphold the Association's Constitution, Policies and Procedures.

**Management Committee Member Affiliated League** – Two year term.

- To take on tasks as allocated by the Management Committee.
- To feedback to the Management Committee the views of the leagues.
- To assist the Management Committee in achieving its goals.
- To attend regular Management Committee meetings.
- To uphold the Association's Constitution, Policies and Procedures.

**Arbitrator** – One year term.

- To hear any appeal relating to the outcome of the voting process for the election of officers to the Management Committee.
- To hear any appeal against any aspect of the decision of the Disciplinary Committee.
- To uphold the Association's Constitution, Policies and Procedures.

## **Rules of Nominations**

### **National President**

Candidates, who must have been members of the EPA for not less than 4 years at the closing date for nomination and proposed by at least 3 members.

### **National Secretary**

Candidates, who must have been members of the EPA for not less than 2 years at the closing date for nomination and proposed by at least 3 members.

### **National Vice President**

Candidates, who must have been members of the EPA for not less than 2 years at the closing date for nomination and proposed by at least 3 members.

### **National Membership Secretary**

Candidates, who must have been members of the EPA for not less than 2 years at the closing date for nomination and proposed by at least 3 members.

### **Director of Promotions**

Candidates, who must have been members of the EPA for not less than 2 years at the closing date for nomination and proposed by at least 3 members.

### **Management Committee Members - County Region**

Candidates, who must have been members of the EPA for not less than 2 years at the closing date for nomination and proposed by a County Region.

### **Management Committee Members - Affiliated Leagues**

Candidates, who must have been members of the EPA for not less than 2 years at the closing date for nomination and proposed by an Affiliated League.

### **Arbitrator**

Candidates, who must have been members of the EPA for not less than 5 years at the closing date for nomination and proposed by at least 3 members.

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For each of the above, candidates will be requested to submit a Nomination Form and Supporting Profile Statement (see next sections).

## Supporting Profile Statement

In advance of our AGM and in accordance with our Constitution the National Secretary sends out paperwork to all of our County Regions, Registered Clubs, Affiliated Leagues and Honorary Life Members. This paperwork includes the Agenda for the AGM, minutes of the last meeting, details of proposed motions and the nominations received.

We would like to gain an understanding of the skills & experience and motivation each nominee feels they can bring to the position/role they are applying for.

Therefore all candidates are requested to submit a Supporting Profile Statement highlighting what skills and/or experience they bring to the position/role along with their reasons for applying.

Supporting Profile Statements should be :-

- up to a maximum of 300 words for position of National President
- up to a maximum of 200 words for all other EPA Management Committee positions and Arbitrator

Supporting Profile Statements should be submitted by email to the National Secretary via [tonymann@ntlworld.com](mailto:tonymann@ntlworld.com) to be received by **28<sup>th</sup> February 2015**. The statement can be provided within the text of the email or as an attached Word document.

Please note: the statement should not be provided as a PDF file.

Supporting Profile Statements will be included in the AGM advance paperwork sent to our County Regions, Registered Clubs, Affiliated Leagues and Honorary Life Members so that our members can appreciate what each nominee offers our Association.

## Instructions for Completion of a Nomination Form

- Nomination Forms must be signed by the candidate and each proposer and include their EPA Licence numbers.
- Each candidate must be proposed in accordance with the Rules of Nominations as described above.
- Nomination Forms can be submitted by post to the EPA National Secretary at 4 Castle Street, Brighton, East Sussex, BN1 2HD or by email as a PDF file to [tonymann@ntlworld.com](mailto:tonymann@ntlworld.com) to be received by **28<sup>th</sup> February 2015**.
- Please allow 3 working days from posting (by 1st class mail) to delivery at the stated address.



Nomination Form  
**National President**

Candidates, who must have been members of the EPA for not less than 4 years at the closing date for nomination and proposed by at least 3 members. This post is a two year term of office.

	Full Name	Licence Number	Signature
Nominee			

	Full Name	Licence Number	Signature
Proposer 1			
Proposer 2			
Proposer 3			

Please complete this Nomination Form in accordance with the Guidance on Nominations

Nomination Forms can be submitted by post to: **EPA National Secretary – 4 Castle Street, Brighton, East Sussex, BN1 2HD**  
or by email as a PDF file to [tonymann@ntlworld.com](mailto:tonymann@ntlworld.com)

Supporting Profile Statements should be submitted by email in accordance with the Guidance on Nominations

Nomination Forms and Supporting Profile Statements must be received by **28<sup>th</sup> February 2015**



Nomination Form

## National Secretary

Candidates, who must have been members of the EPA for not less than 2 years at the closing date for nomination and proposed by at least 3 members. This post is a two year term of office.

	Full Name	Licence Number	Signature
Nominee			

	Full Name	Licence Number	Signature
Proposer 1			
Proposer 2			
Proposer 3			

Please complete this Nomination Form in accordance with the Guidance on Nominations

Nomination Forms can be submitted by post to: **EPA National Secretary – 4 Castle Street, Brighton, East Sussex, BN1 2HD**

or by email as a PDF file to [tonymann@ntlworld.com](mailto:tonymann@ntlworld.com)

Supporting Profile Statements should be submitted by email in accordance with the Guidance on Nominations

Nomination Forms and Supporting Profile Statements must be received by **28<sup>th</sup> February 2015**





Nomination Form

## National Vice President

Candidates, who must have been members of the EPA for not less than 2 years at the closing date for nomination and proposed by at least 3 members. This post is a two year term of office.

	Full Name	Licence Number	Signature
Nominee			

	Full Name	Licence Number	Signature
Proposer 1			
Proposer 2			
Proposer 3			

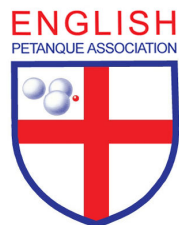
Please complete this Nomination Form in accordance with the Guidance on Nominations

Nomination Forms can be submitted by post to: **EPA National Secretary – 4 Castle Street, Brighton, East Sussex, BN1 2HD**

or by email as a PDF file to [tonymann@ntlworld.com](mailto:tonymann@ntlworld.com)

Supporting Profile Statements should be submitted by email in accordance with the Guidance on Nominations

Nomination Forms and Supporting Profile Statements must be received by **28<sup>th</sup> February 2015**



Nomination Form

## National Membership Secretary

Candidates, who must have been members of the EPA for not less than 2 years at the closing date for nomination and proposed by at least 3 members. This post is a one year term of office due to vacancy.

	Full Name	Licence Number	Signature
Nominee			

	Full Name	Licence Number	Signature
Proposer 1			
Proposer 2			
Proposer 3			

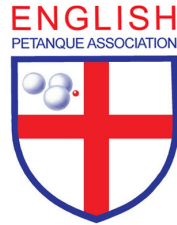
Please complete this Nomination Form in accordance with the Guidance on Nominations

Nomination Forms can be submitted by post to: **EPA National Secretary – 4 Castle Street, Brighton, East Sussex, BN1 2HD**

or by email as a PDF file to [tonymann@ntlworld.com](mailto:tonymann@ntlworld.com)

Supporting Profile Statements should be submitted by email in accordance with the Guidance on Nominations

Nomination Forms and Supporting Profile Statements must be received by **28<sup>th</sup> February 2015**



Nomination Form

## Director of Promotions

Candidates, who must have been members of the EPA for not less than 2 years at the closing date for nomination and proposed by at least 3 members. This post is a one year term of office due to vacancy.

	Full Name	Licence Number	Signature
Nominee			

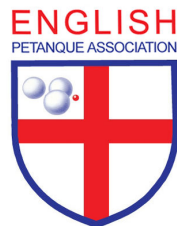
	Full Name	Licence Number	Signature
Proposer 1			
Proposer 2			
Proposer 3			

Please complete this Nomination Form in accordance with the Guidance on Nominations

Nomination Forms can be submitted by post to: **EPA National Secretary – 4 Castle Street, Brighton, East Sussex, BN1 2HD**  
or by email as a PDF file to [tonymann@ntlworld.com](mailto:tonymann@ntlworld.com)

Supporting Profile Statements should be submitted by email in accordance with the Guidance on Nominations

Nomination Forms and Supporting Profile Statements must be received by **28<sup>th</sup> February 2015**



Nomination Form

## Management Committee – County Region

Candidates, who must have been members of the EPA for not less than 2 years at the closing date for nomination and proposed by a County Region. This post is a two year term.

	Full Name	Licence Number	Signature
Nominee			

	Name of County Region		
Proposed by			
	Full Name of Regional Chair/President of Secretary	Licence Number	Signature

Please complete this Nomination Form in accordance with the Guidance on Nominations

Nomination Forms can be submitted by post to: **EPA National Secretary – 4 Castle Street, Brighton, East Sussex, BN1 2HD**  
or by email as a PDF file to [tonymann@ntlworld.com](mailto:tonymann@ntlworld.com)

Supporting Profile Statements should be submitted by email in accordance with the Guidance on Nominations

Nomination Forms and Supporting Profile Statements must be received by **28<sup>th</sup> February 2015**



Nomination Form

## Management Committee – Affiliated League

Candidates, who must have been members of the EPA for not less than 2 years at the closing date for nomination and proposed by an Affiliated League. This post is a two year term.

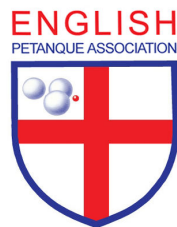
	Full Name	Licence Number	Signature
Nominee			

	Name of Affiliated League		
Proposed by			
Full Name of League Chair/President or Secretary	Licence Number	Signature	

Please complete this Nomination Form in accordance with the Guidance on Nominations

Nomination Forms can be submitted by post to: **EPA National Secretary – 4 Castle Street, Brighton, East Sussex, BN1 2HD**  
or by email as a PDF file to [tonymann@ntlworld.com](mailto:tonymann@ntlworld.com)

Supporting Profile Statements should be submitted by email in accordance with the Guidance on Nominations  
Nomination Forms and Supporting Profile Statements must be received by **28<sup>th</sup> February 2015**



Nomination Form  
**Arbitrator**

Candidates, who must have been members of the EPA for not less than 5 years at the closing date for nomination and proposed by at least 3 members. This post is a one year term.

	Full Name	Licence Number	Signature
Nominee			

	Full Name	Licence Number	Signature
Proposer 1			
Proposer 2			
Proposer 3			

Please complete this Nomination Form in accordance with the Guidance on Nominations

Nomination Forms can be submitted by post to: **EPA National Secretary – 4 Castle Street, Brighton, East Sussex, BN1 2HD**  
or by email as a PDF file to [tonymann@ntlworld.com](mailto:tonymann@ntlworld.com)

Supporting Profile Statements should be submitted by email in accordance with the Guidance on Nominations

Nomination Forms and Supporting Profile Statements must be received by **28<sup>th</sup> February 2015**