



# Pétanque England

## **Notice to Members of the first Annual General Meeting of Pétanque England to be held on 21<sup>st</sup> April 2018 at 11.30 am at Beales Hotel, Comet Way Hatfield AL10 9NG**

The business of the meeting shall be

- To receive a report from the President
- To appoint or re-appoint the President
- To appoint or re-appoint the directors
- To fix the membership fees for 2019
- To consider any resolutions proposed by the Board or Members

### **To All voting and non-voting members of Pétanque England\***

You are entitled to propose resolutions for consideration at the Annual General Meeting of the Company and to nominate a person for election as the President or as a Director (9 positions)

\*Voting members are all adult and junior members of the English Pétanque Association who have paid the appropriate fee for 2018 and Honorary Life Members of the English Pétanque Association. Non-Voting Members are all Recognised Regions, registered clubs and affiliated leagues of the English Pétanque Association.

### **Guidance on Nominations and Positions available for Nomination 2018**

This is the first AGM of the Company and therefore the President and all the existing Directors must retire. It is the Board's intention to propose the re-appointment of the following;-

## **President**

Martin Eggleton

## **8 Directors**

Ray Keemer-Richards

Alan James Forse

David Arthur Mason

Alan Roden Jim Marstin

Glenn Nicholas Floyd

Kathleen Brooks

Kenneth Norris Buchan

If the above directors are re-appointed by the members it is the Board's intention to re-appoint the following additional directors:-

Martin Hughes      David Baxter    Cary Bush      Bob Parker      Colin Roper.

If there is more than one nomination for President or more than 9 nominations for director, the person(s) with the greatest number of votes cast at the meeting will be appointed.

## **Brief Role Descriptions**

**President** – Three year term of office.

To preside, when present, at meetings of the PE Board.

To preside, when present, at General Meetings of the Company, 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 Company.

To act where necessary as the representative of the company at the World Congress and other international meetings.

To uphold the Company's Articles, Rules, Policies and Procedures.

**Board member** – Normally a three year term of office but a third of the Directors must retire each year.

To ensure that the company complies with its constitution and any relevant legislation or regulations

To ensure that the company pursues its objects as defined in its constitution

To ensure that the company applies its resources exclusively in pursuance of its objects

To contribute actively to the board's role in giving firm strategic direction to the company, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets

To safeguard the good name and values of the company

To ensure the effective and efficient administration of the company

To ensure the financial stability of the company.

To protect and manage the property of the company and to ensure the proper investment of its funds

In addition to the above duties, each Board member should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve scrutinising board papers, leading discussions, focussing on key issues, providing advice and guidance on new initiatives, or other issues in which the member has special expertise.

The executive posts of Vice President, Company Secretary, Finance, Membership, Chair of the National Performance Panel, Chair of the Events Group and Chairs of Commissions will be appointed by the Board.

## **Making a nomination**

Forms for Nomination of President and Director can be downloaded from our website at  
Link to President. <http://englishpetanque.org.uk/AGM2018/President%20Nomination%20Form.pdf>

Link to Director. <http://englishpetanque.org.uk/AGM2018/Director%20Nomination%20Form.pdf>

## **Submitting a Resolution**

Resolutions must be in writing and in the case of individual voting members have a proposer and seconder. It must include the name, address and membership number of the members. In the case of non-voting members, it must include the name of the member and the name and capacity of the person signing on its behalf. ,

Nomination Forms and Resolutions can be submitted by post to the PE National Secretary at 28 Ingress Park Avenue, Greenhithe, Kent or by email as a .pdf or .jpg file to [secretary@englishpetanque.org.uk](mailto:secretary@englishpetanque.org.uk) to be received by 6<sup>th</sup> April 2018. Please allow 3 working days from posting (by 1st class mail) to delivery at the stated address.

## **Right to Appoint a Proxy**

All voting members are entitled to appoint another person as their proxy to exercise all or any of their rights to attend and to speak and vote at the Annual General Meeting. Voting members may appoint a proxy to vote and speak on their behalf as he or she thinks fit (a general proxy) or appoint a proxy with instructions to vote for or against specific resolutions (a special proxy).

You can download a general proxy form from our website at

Link to Proxy Form

<http://englishpetanque.org.uk/AGM2018/General%20Proxy%20Form.pdf>

You can download a special proxy form from our website on or after 7<sup>th</sup> April 2018

Proxy forms must be submitted by post to the Pétanque England National Secretary at 28 Ingress Park Avenue, Greenhithe, Kent or by email as a .pdf or .jpg file to [secretary@englishpetanque.org.uk](mailto:secretary@englishpetanque.org.uk) to be received by 11.30 a.m. on Thursday 19<sup>th</sup> April. Please allow 3 working days from posting (by 1st class mail) to delivery at the stated address