



# **Notice to Members of the second Annual General Meeting of Pétanque England,**

**to be held on Saturday 23<sup>rd</sup> March 2019 at 11.30 a.m.  
at The Forum Hall, Bloomsbury Central Baptist Church,  
235 Shaftesbury Avenue, London WC2 8EP**

**The business of the meeting shall be:-**

- **To receive a report from the president**
- **To appoint or re-appoint directors**
- **To fix the membership fees for 2020**
- **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 a director

\*Voting members are all adult and junior members of the company who have paid the appropriate fee for 2019 and all Honorary Life Members of the company. Non-voting members are all recognised regions, registered clubs and affiliated leagues which have been admitted as members in accordance with the Petanque England Rules.

## **Appointment of Directors**

In accordance with the articles of association the following directors retire by rotation: -

**Kenneth Norris Buchan, Ray Keemer-Richards and Alan Forse**

**Alan Forse** has indicated that he does not wish to stand for re-election.

**Kenneth Norris Buchan and Ray Keemer-Richards** have been recommended by the Board for re-election and have signified their consent to act if so elected.

There are 5 vacancies for the position of elected director and the term of office for each elected director will be for three years. Forms for the nomination of a director can be downloaded from the website.

If there are more than 5 nominations for director, the person(s) with the greatest majorities of votes cast will be appointed.

## Brief Role Description of a director:-

- To ensure that the company complies with its articles of association and any relevant legislation or regulations
- To ensure that the company pursues its objects as defined in the articles of association
- 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, 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 a director should use any specific skills, knowledge or experience he has to help the Board reach sound decisions.

## Submitting a Resolution

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

Nomination Forms and Resolutions can be submitted by post to the company secretary at 1 Highview, Vigo, Gravesend, Kent, DA13 0RR or by email as a .pdf or .jpg file to [secretary@petanque-england.uk](mailto:secretary@petanque-england.uk) and must be received by **8<sup>th</sup> March 2019**. Please allow 3 working days from posting (by 1<sup>st</sup> 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 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 or special proxy form from our website (The special proxy form will not be available until after 9<sup>th</sup> March 2019).

**Proxy forms must be sent by post to the company secretary at  
1 Highview, Vigo, Gravesend, Kent DA3 0RR or  
by email as a .pdf or .jpg file to [secretary@petanque-england.uk](mailto:secretary@petanque-england.uk)  
to be received by **11.30 a.m. on Thursday 21<sup>st</sup> March 2019****