



## **WEST MIDLANDS PETANQUE ASSOCIATION**

### **Nomination form for positions on the Regional Executive Committee for the year 2009-10**

Nominations are invited for the posts on the Executive Committee.

President: - Incumbent - Jens Bryan

Deputy President: Position open at present

Vice President Playing: -Incumbent David Mason- Has completed 3 years and must stand down in accordance with the Constitution

Secretary: Incumbent Barry Cox – Has completed 3 years and must stand down in accordance with the Constitution

Treasurer: – Incumbent Cavin Woodward – co-opted member and subject to nomination and ratification at AGM

Membership Secretary: Incumbent Carol Woodward – co-opted member and subject to nomination and ratification at AGM

Regional Coach: Incumbent – Brian Stote

Regional Umpire: Incumbent - David Hancox

Youth Development Officers: Incumbents – Steve Bradley and Carole Bradley (joint post).

Public Relations Officer: Position open at present

The positions of Regional Coach and Regional Umpire require special qualification and your Committee are proposing that the normal 3 year in post rule will not apply unless there are other suitably trained members willing to stand. This will be by resolution at the AGM on 29<sup>th</sup> November.

All existing Committee members who are not required to stand down have expressed a willingness to remain on the Committee and do not require nominations although nominations for all posts may come forward.

Nominations, for any of the posts, to be advised to the Secretary, duly seconded, and indicating the nominee's willingness to stand, in writing (or email, and confirmed in writing prior to the AGM) by 5 p.m. on 15<sup>th</sup> November 2009). If there are no nominations forthcoming for any office a member present at the AGM can be nominated and seconded at the meeting.

In the absence of other nominations, the present incumbents where they are not required to retire in accordance with the Constitution are deemed elected. It should be noted that the posts of Deputy President and Public Relations Officer are not currently filled.

Current Post holders:

<b>Office</b>	
President	Jens Bryan
Deputy President	
Vice President (Playing)	David Mason Must retire.
Honorary Treasurer	Cavin Woodward
Honorary Secretary	Barry Cox. Must retire
Umpire	
Coach	Brian Stote
Public Relations Officer	
Youth Development Officer	Steve & Carole Bradley
Membership Secretary	Carol Woodward

Extract from the Constitution of the West Midlands Pétanque Association:

10.3 A Member Club or Individual Member may nominate one candidate for each office and such nomination, duly seconded and signed, indicating the nominee's willingness to stand, shall be forwarded in writing to the Honorary Secretary at least 14 days before the date fixed for the Annual General Meeting. If there are no nominations forthcoming for any office a member present at the AGM can be nominated and seconded at the meeting.

## **11. DUTIES OF THE OFFICERS OF THE ASSOCIATION**

11.1 The duties of the *President* shall be to preside at all meetings of the Executive Committee and General Meetings of the Association. The President will also represent the region in all meetings with EPA and other bodies.

11.2. The duties of the *Deputy President* shall be to oversee and project-manage the implementation of the Association's annual business plan and coordinate reports to the meetings of the Executive Committee and General Meetings.

11.3 The duties of the *Vice-President (Playing)* shall be to preside at meetings of the Playing Sub-Committee and report on the work and decisions of the Playing Sub-Committee to meetings of the Executive Committee and General Meetings.

- 11.4. The duties of the *Honorary Secretary* shall be:
- 11.4.1 To summon and attend and keep minutes of all the meetings of the Executive Committee, of all General Meetings and if so required by the Executive Committee of any sub-committee meeting
  - 11.4.2. To be custodian of the documents of the Association
  - 11.4.2 To act in the discharge of his/her duties under the direction of the Executive Committee.

11.5. The duties of the *Honorary Treasurer* shall be:

- 11.5.1. To maintain the financial records of the Association,
- 11.5.2. The collection of such affiliation or annual fees that may be required, and
- 11.5.3. The payment of all accounts, expenses and EPA levies.

The *Honorary Treasurer* shall keep all the books and accounts required to be kept and shall receive all monies due from clubs and others, and pay them into the bank at such times and in such a manner as the Executive Committee shall direct. He/she shall prepare and submit to the Executive Committee an annual account in such a manner as the Executive Committee directs, which subsequently will be presented to the Annual General Meeting.

11.6. The *Membership Secretary* shall be responsible for the processing of all applications and renewals from clubs and members and maintain the Register of Clubs and the Register of Players. From time to time the Membership Secretary shall report to the Executive Committee.

11.7. *The Umpire* shall be responsible for the administration of the Rules of Play within the Region. He/she will also be responsible for preparing players to sit the umpires' examination and for invigilating at examinations.

11.8. *The Coach* shall be responsible for administering the Association's coaching structure and programme of coaching. He/she will also be responsible for preparing players to sit coaching examinations and for invigilating at examinations.

11.9. *The Youth Development Officer* shall be responsible for the promotion of the sport with junior players, the development of the junior squad and the selection of juniors to represent the Association.

11.10. The four officers referred to in paragraphs 11.6 to 11.9 must liaise with their national counterparts in the EPA. The Officers referred to in 11.8 and 11.9 must be CRB cleared in accordance with the EPA's policies and procedures.

Depending on the roles undertaken the work involved will vary but each requires a high level of commitment, and suitably broad shoulders may be required. The Executive Committee meets not less than 4 times each year.



## Nomination Form. 2009.

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Position		Signature
Nominee – who must agree to be nominated		
Proposer		
Second		

Nominee, Proposer, and Second must all be current members of the West Midlands Association.

Proposal forms to be sent by post, emailed (with written confirmation sent to arrive before 29<sup>th</sup> November), or handed directly to the Secretary, Barry Cox, by 5 p.m. 15<sup>th</sup> November 2009.

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