



Dear Netball North-West Member

**NOTICE OF RESCHEDULED ANNUAL GENERAL MEETING TO BE HELD
at HSBC UK National Cycling Centre, Manchester, M11 4DQ
ON Tuesday 4th September 2018 at 7:30pm**

Please find enclosed notification of the rescheduled Northwest Regional Netball Management Board Annual General Meeting to be held at 7:30pm on Tuesday 4th September at National Cycling Centre, Stuart Street, Manchester, M11 4DQ.

Enclosed with this information you will find:

- (1) Notification of Annual General meeting and Voting Arrangements
- (2) Annual General Meeting Agenda
- (3) Notification of NW Board Elected Member Positions
- (4) Board Members Nomination Form 2018/2019 (vacant roles where no applications received by previous AGM notice)
- (5) Board Nomination: Supporting Evidence Form
- (6) Board Member Job Roles and Responsibilities
- (7) Minutes from NW AGM 2017

(1)

**NOTICE OF ANNUAL GENERAL MEETING TO BE HELD
at HSBC UK National Cycling Centre, Manchester, M11 4DQ**

On Tuesday 4th September 7:30pm

Notice is given to the following Members of the North West Regional Netball Association, who may appoint a representative to attend, speak and vote on their behalf:

1. **A CLUB** with at least seven Registered Participants which is either a Netball Club; the Netball section of a Youth or Community Club; University or College; an U18 Young Person's Group, and which affiliates to a County Association in the North West Region.
2. **A COUNTY ASSOCIATION** of the North West Region, which is an association of Clubs affiliated to the County and The North West Region.
3. **SCHOOLS** or full time educational establishments for pupils under 19 years of age who pay the higher affiliation fee and affiliate to The County & North West Region. Their main building must be located in the North West Region.

Notice is also given to the following that will be entitled to attend and speak, but not vote:

- **Registered participants**

A registered participant is a person who plays, coaches, umpires, or organises the game of Netball, or who is in any way connected with the game of Netball. Registration must be through a Club/ Individual and a County Association. A Registered Participant is eligible to serve as a Board Member.

- **Honorary life members of the North West**

Honorary Life Membership of the North West of the Association may be conferred by the Regional Board upon any person who has rendered a special service to the Association with such rights and privileges as the Regional Board may from time to time determine.

- **Associate members**

The following shall be eligible for Associate membership of the Association subject to the approval of the Regional Board:

“Any company, association or sports club in the North West Region with an interest in Netball.”

- **President and vice-president**

The President and Vice-President may be appointed by the Board from time to time. A person so appointed shall hold office for a term of one year, after which such persons shall retire but shall be eligible for re-appointment. The President and Vice-President shall be entitled to receive notice of and attend all general meetings. The president and Vice-President shall otherwise have such rights and privileges, as the directors shall from time to time determine.

Voting at the Annual General Meeting

Each Club may appoint a representative who is a Registered Participant member of that club to speak and vote on its behalf.

Each County association may be represented by the chairman or accredited deputy to speak and vote on its behalf.

Each school may appoint a representative who must be in current employment at the schools represented to speak and vote on its behalf.

In the event of an equality of votes the Chairman of the Meeting shall have a casting vote.

Quorum

No business shall be transacted at a General Meeting unless a quorum is present (10 Voting Members).

Voting

Voting will normally be a show of hands. In calculating a majority only votes cast will be included in the calculations i.e. abstentions will not be included. It is not necessary for 10 votes to be cast for a quorum to be reached, only that 10 votes are available to be cast by representatives present. This can also be achieved through eligible votes being submitted to online by relevant voting member by 5pm on Monday 3rd September 2018.

<https://nwnetball.wufoo.com/forms/agm-proxy-voting-form/>

Ordinary Resolution - *To amend the Regional Management Board financial year to be 1st September - 31st August as opposed to current dates which are from 1st April – 31 March*

Further to the recommendation from the North West Netball Regional Management Board, we would like to propose to amend the Financial Year to run from 1st September through to 31st August as opposed to current year running from 1st April through 31st March. The reason for this is to ensure that the financial year aligns to activity that takes place during the netball season.

The board will present an 18 month set of accounts at the AGM that shows income and expenditure from 1st April 2017 – 31st August 2018 (as well as the usual financial year) to enable members to review audited accounts.

(2)

NORTHWEST REGIONAL NETBALL MANAGEMENT BOARD

**NOTICE OF ANNUAL GENERAL MEETING TO BE HELD
at HSBC UK National Cycling Centre, Manchester, M11 4DQ
On Tuesday 4th September 7:30pm**

Agenda

7:30pm AGM Registration & Refreshments

7:45pm **Annual General Meeting**

1. Apologies for Absence
2. Minutes of previous Annual General Meeting
3. Presentation of Board Report and Accounts
4. Appointment of Auditors
5. Election of Regional Management Board Members and Ordinary resolution to amend RMB financial year

NORTHWEST REGIONAL NETBALL MANAGEMENT BOARD

NOTICE OF ANNUAL GENERAL MEETING TO BE HELD

at National Cycling Centre, Manchester, M11 4DQ

On Tuesday 4th September 7:30pm

Current NW Regional Management Board applications for 2018/19 include:

Elected Members (voting members)

Chair:	Vacant {Interim Imogen Greatbatch}
Vice Chair	Phil Owen
Finance Chair	Sarah Sutton
Coaching Chair	Vacant
Officiating Chair	Ruth Ward
Performance Chair:	Sam Longley
Competition Chair:	Estelle Graham
Communications and Marketing Chair:	Roberta Micci
Volunteer Chair (new role for 2018/19)	Vacant

Election of North West Regional Management Board

In line with the Constitution of the Northwest Regional Netball Management Board all **Elected Member** positions are subject to elections at the Annual General Meeting on Tuesday 4th September 2018.

Nominations for these positions may be proposed by a Member entitled to vote at General Meetings and seconded by any Member entitled to vote at such meetings.

Written notice of such nominations for the vacant roles containing the name of the proposer and seconder and the name and address and written consent of the nominee, must reach the **NW Regional Office no later than 5pm on Wednesday 29th August 2018**. Nomination forms can be found enclosed in this pack. Or are available for download at www.netballnorthwest.org.uk

In the event of their being more than one candidate for any office, the election shall be decided by a ballot of all members at the Annual General Meeting.

Notification of who has been nominated for the additional Elected Member positions shall be posted on the North West Netball website at www.netballnorthwest.org.uk from Friday 31st August 2018.



NORTH WEST NETBALL ASSOCIATION

BOARD MEMBERS NOMINATION FORM

FOR 2018/2019 SEASON

OPEN BOARD MEMBER POSITIONS ARE: - Chair, Coaching Chair, Volunteer Chair

1. NOMINEE

Name.....Position.....
Address.....
.....
Tel No & Area Code:.....
Affiliation No.....Club.....

2. PROPOSER

Name.....
Address.....
.....
Tel No & Area Code:.....
Affiliation No.....Club.....

3. SECONDER

Name.....
Address.....
.....
Tel No & Area Code.....
Affiliation NoClub.....

NOTE

Permission must be obtained from the nominee, then return the form together with the Supporting Evidence Form to Helen Dulson, Netball North West, The National Cycling Centre, Stuart Street, Manchester. M11 4DQ

Nominations must be received in the NW Regional Office no later than 5pm on Wednesday 29th August 2018.

(5)

Board Nomination: Supporting Evidence Form



Please complete the following and return it with your nomination form by **5pm on Wednesday 29th August 2018**

England Netball – RMB nominations
NW Regional Office
National Cycling Centre
Stuart Street
Manchester
M11 4DQ

Or submit your application by email northwest@englandnetball.co.uk

PART 1: Application for the role of (please insert the position for which you are being nominated)

Part 2: Outline the reasons for applying for this position

Part 3: Detail your Experience.

Part 4: Key Skills. Tell us about the key skills and attributes that make you a suitable person for the position.

If you are interested in a role and would like a copy of the role description please email northwest@englandnetball.co.uk

NORTH WEST NETBALL ASSOCIATION

BOARD MEMBERS

Role of the North West Regional Management Board

The role of the Regional Management Board (RMB) in the North West is outlined in the Regional Constitution. Its primary functions are to provide strategic direction, support and guidance to regional and sub-regional sporting partnerships and to manage the affairs of Netball in the North West.

Where practicable the primary method of communication for the RMB will be email.

Vacant Role and Responsibilities of Regional Management Board Members (RMB)

ROLE TITLE: Regional Chairperson

ROLE SUMMARY:	To represent the North West Regional Management Board and to lead the Board in driving its vision, objectives and plan forward.
ESTIMATED HOURS:	Up to 2 hours per week plus regional and national meetings
KEY TASKS:	<ul style="list-style-type: none">▪ Chair the Regional Management Board (RMB) meetings and general meetings▪ Facilitate the production and monitoring of a regional plan in conjunction with the Regional Manager to suitable timescales▪ Work closely with England Netball staff, members and local partners to ensure that regional priorities reflect local need and link effectively with national strategies▪ Coordinate the work of the RMB to deliver the Regional Plan▪ Support the RMB to provide a strategic lead for netball in the Region, setting policies as appropriate▪ Oversee the work of the Technical Support Groups and attend meetings as and when necessary▪ Meet with the Regional Manager and Vice Chair to discuss operational issues, and provide support and guidance as appropriate▪ Instigate and build partnerships with a range of individuals and agencies as deemed appropriate for the benefit of netball in the region▪ Attend regional events as and when necessary▪ Represent the Region on the England Netball Regional Chairs Forum and any other national committees as required▪ Communicate effectively with County Chairs and provide support and guidance as and when appropriate▪ Prepare the Annual Report for submission to England Netball and set an annual account of RMB Meetings▪ Ensure the RMB meets it's agreed minimum operating standards▪ Be responsible for the conduct of the RMB in managing the affairs of the Region▪ Be an advocate for netball and of the regional plan

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Strong interpersonal skills • Strong communication skills • Excellent organisational and planning skills • Strong leadership and delegation skills • Team leadership skills • Good political and influencing skills • Excellent facilitation skills 	<ul style="list-style-type: none"> • Good presentation skills
ABILITIES	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Ability to deal with conflict • Ability to appropriately manage confidential information • Ability to manage a group of volunteers from a variety of backgrounds • Ability to build and maintain effective networks • Ability to build and maintain effective networks 	<ul style="list-style-type: none"> • Ability to minute meetings
EXPERIENCE	<ul style="list-style-type: none"> • Proven organisational and management ability • Practical experience of the use of Microsoft Office (word essential) 	<ul style="list-style-type: none"> • A background in business management • Experience of developing and implementing operational plans
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the sporting landscape • Knowledge of current sporting initiatives 	
ATTRIBUTES	<ul style="list-style-type: none"> • Gives attention to detail • Passion for developing sport 	
OTHER	<ul style="list-style-type: none"> • Access to the internet and email 	

ROLE TITLE: Regional Coaching Chairperson

ROLE SUMMARY:	To be a member of the Regional Management Board, as the lead for Coaching, supporting and delivering the strategic vision for netball coaching for the North West region.
ESTIMATED HOURS:	Up to 2 hours per week plus regional and national meetings.
KEY TASKS:	<ul style="list-style-type: none"> ▪ Be a full voting member of the Regional Management Board (RMB) and in carrying out duties be at all times responsible to the RMB ▪ Work together with the RMB to produce and deliver the regional plan and England Netball vision ▪ Chair the Coaching Technical Support Group (TSG) and lead the group to ensure the TSG: <ul style="list-style-type: none"> ▪ Monitor and deliver the coaching section of the regional plan ▪ Work with England Netball staff to communicate relevant coaching information throughout the region ▪ Communicate regional coaching related information to England Netball via the Regional Manager and National Coaching Manager ▪ Advise and guide County Coaching Chairs/ Officers ▪ Work with regional staff to establish a regional education and training calendar of courses and events including CPD workshops and any observation sessions ▪ Support priority events and schemes identified in the regional plan and coaching calendar

	<ul style="list-style-type: none"> ▪ Work with counties to promote and market coaching courses and events, helping recruit new coaches and develop current coaches ▪ Support, develop and track talented coaches ▪ Link with the Regional Finance and Business TSG to coordinate and distribute any regional coaching bursaries appropriately ▪ Work with County Coaching Chairs/Officers to ensure consistent, monitored recruitment, development and retention of coaches ▪ Coordinate financial support requests from coaches ▪ Liaise with the Super-league franchise (where applicable) to ensure coach development opportunities accessed ▪ Respond to regional coaching queries in relation TSG led events and initiatives ▪ Link with Performance role to promote opportunities for coaches interested in developing in this area ▪ Be an advocate for netball and of the regional plan
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PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Strong interpersonal skills • Strong communication skills • Excellent organisational and planning skills • Team leadership skills 	<ul style="list-style-type: none"> • Strong leadership and delegation skills • Excellent IT skills • Excellent facilitation skills • Excellent presentation skills
ABILITIES	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Ability to build and maintain effective networks • Ability to build and maintain effective networks • Ability to manage a group of volunteers from a variety of backgrounds 	<ul style="list-style-type: none"> • Ability to deal with conflict • Ability to be flexible and enthusiastic in order to support the marketing and communication needs of the region • Ability to minute meetings
EXPERIENCE	<ul style="list-style-type: none"> • Proven organisational and management ability • Practical experience of the use of Microsoft Office (word essential) 	<ul style="list-style-type: none"> • Production of annual budgets • Understanding and experience of planning, applying for and delivering fundraising and sponsorship initiatives in particular linked to coaching bursaries.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of coaching in sport 	<ul style="list-style-type: none"> • Knowledge of the sporting landscape • Knowledge of current sporting initiatives • Understand the role of equity and ethics in relation to marketing and communication
ATTRIBUTES	<ul style="list-style-type: none"> • Passion for developing sport • Access to the internet and email 	

ROLE TITLE: Regional Volunteer Chairperson

ROLE SUMMARY:	To be a member of the Regional Management Board, as the lead for Competition, supporting and delivering the strategic vision for this area in the North West region.
ESTIMATED HOURS:	Up to 2 hours per week plus regional and national meetings, this may increase if a national competition is hosted in your region
KEY TASKS:	<ul style="list-style-type: none"> ▪ Be a full voting member of the Regional Management Board and in carrying out duties be at all times responsible to the Regional Management Board ▪ Work together with the RMB to produce and deliver the regional plan and England Netball vision specifically focussing on the recruitment, retention and succession planning of volunteers ▪ Lead support for the RMB and counties to: <ul style="list-style-type: none"> ▪ Monitor and deliver volunteer section of regional plan ▪ Liaise with RMB TSG leads and County Chairs on priority areas for volunteer recruitment ▪ Provide support and guidance to RMB regarding volunteers in relation to legislation and development ▪ Report on actions and progress of the North West in relation to volunteer recruitment and development ▪ Support the promotion of volunteer recruitment for counties and TSG groups ▪ Respond to any queries in relation to volunteering with the NW ▪ Work with the Communications TSG to promote volunteers and volunteer opportunities across region. ▪ Represent the North West region on EN national volunteer groups. ▪ Be an advocate for netball and of the regional plan

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Strong interpersonal skills • Strong communication skills • Excellent organisational and planning skills • Strong leadership and delegation skills • Team leadership skills • Good political and influencing skills 	<ul style="list-style-type: none"> • Excellent IT skills
ABILITIES	<ul style="list-style-type: none"> • Ability to remain calm under pressure • Ability to deal with conflict • Ability to manage a group of volunteers from a variety of backgrounds • Ability to build and maintain effective networks • Ability to be flexible and enthusiastic in order to support volunteers 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of developing and implementing volunteer development strategy and plans • Proven organisational and management ability • Practical experience of the use of Microsoft Office (word essential) 	<ul style="list-style-type: none"> • Experience of developing volunteers • Producing and managing a budget • A background in volunteering would be advantageous

KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of the volunteer development and governance around volunteering 	<ul style="list-style-type: none"> • Understand the breadth of volunteers roles involved in developing netball • Knowledge of the sporting landscape • Knowledge of current sport volunteering initiatives and relevant organisations
ATTRIBUTES	<ul style="list-style-type: none"> • Gives attention to detail • Passion for developing sport • Access to the internet and email 	

Governance & Volunteering Manager

The England Netball Governance & Volunteering Manager shall:

- Be a non-voting member of the Regional Management Board;
- Work with the Regional Management Board Chair to support, advise and enable the Regional Management Board and the implementation of the North West plan for Netball;
- Work with the Regional Management Board Chair to communicate work of region nationally;
- Advise on England Netball and other national policies and strategies;
- Liase with external partners to promote and develop Netball across the region;
- Support and advise work of Regional Management Board officers and Technical Support Groups;
- Enable the delivery of the North West plan across the region;
- Manage the Regional Administrator, Partnership Manager manages Regional Support Officer and other County Development Officers;
- Chair the regional Cell Group.

Administrator

The England Netball Regional Coordinator shall:

- Organise Regional Management Board meetings;
- Take minutes and action points at all Regional Management Board meetings;
- Handle all correspondences both to and from Regional Management Board;
- Circulate minutes and papers to all Regional and County representatives;
- Circulate relevant England Netball information to all Regional and County representatives;
- Establish regional contact databases and administrative systems that can be accessed by Regional Management Board members, CNA and partners;
- Administrate regional reviews/audits;
- Provide administrative support to Regional Management Board members as and when appropriate and in line with work programme;
- Ensure all paperwork is England Netball and North West branded.

Role of Regional Technical Support Groups

The purpose of the Technical Support Groups (TSGs) in the Regional structure will be to deliver events, programmes, initiatives and projects in the North West region.

Remit of Regional Technical Support Groups


The Chair will be the main contact for the group. The Chair is responsible for communicating with all other TSGs.

The first meetings of the TSGs should be used to determine and agree their terms of reference. These should include the following points:

- To determine and agree the terms and reference at the first meeting
- To ensure each county has a representative
- To ensure that equity and ethics policies are integrated and implemented into all aspects of competition within the region
- Co-ordinate other regional event as necessary
- Deliver projects given to the group from the RMB
- Work closely with and consider implications of decisions for all TSGs

Competition TSG

- To ensure that the implications of the Competition Review are understood by the Counties and Leagues in the region
- Sustain and develop the Regional Leagues and tournaments in line with the National Competition Structure
- Sustain and develop blueprints for Regional Competitions and Events
- Publicise results of events
- Co-ordinate other regional event as necessary
- Deliver projects given to the group from the RMB
- Work closely with and consider implications of decisions for all TSGs

<p align="center">NW Netball Regional Management Board</p>	
<p align="center">North West Netball Association Minutes of Annual General Meeting</p>	<p align="center">Held on 4th July 17 Lancashire Sport Partnership Leyland, PR26 6TW</p>
<p>1. Welcome and Apologies for Absence</p>	
<p>Angela Hoyle, Roberta Micci, Shelley Meaden, Sarah Sutton, Phil Owen, Sandra Rycroft. Attendance - Please refer to Appendix A.</p>	
<p>2. Minutes of previous Annual General Meeting</p>	
<p>Minutes were accepted as a true record. Proposer – Phil Thomas Seconder – Alison Titherley</p>	<p>Amend Chair's surname to Greatbatch on 2016 AGM minutes</p>
<p>3. Presentation of annual Report and Accounts</p>	
<p>Reports were presented by the RMB members:</p> <p>Chair's report: - Imogen Greatbatch See presentation</p> <p>Communications + Marketing report: - Roberta Micci See presentation</p> <p>Competition report: - Estelle Graham See presentation</p> <p>Officiating report: Mary Slade – stepping down as officiating chair on RMB</p> <p>Mary thanked -</p> <ul style="list-style-type: none"> • Sandra Rycroft - Technical officials (Vice chair on RMB) for all her hard work. • The County Umpiring Secretaries (CUS) for their huge support. • NDO's closer cooperation • Sheelagh Redpath who retires at the end of August, she has always there to support the region • Lancashire sport for use of facilities <p>Update from Jackie Cash – Mentoring scheme See presentation - Pilot went exceptionally well - Learning agreements in place 8 mentors & 7 mentees</p> <p>Coaching report - Melanie Morris See presentation</p> <p>Performance: - Sam Longley Sue stepped down and Karen moved from Regional Performance Coach to Thunder. Sheonah stepped up</p>	<p>Presentation to be added to website and emailed to members who attended AGM</p>

<p>Performance structure changing – working with Thunder regarding changes.</p> <p>Finance - Vacant Lorraine Weekes-Bailey resigned. Thanks to Andrea for continuing to provide support.</p> <p>Key role on the RMB - vacant for a 1/4 of year.</p> <p>Updated Accounts summary to be circulated once new treasurer is in post and accounts have been audited. Oct – Feb not reconciled currently</p> <p>Next year at AGM look to: 1. Review financial year to Netball year</p> <p><i>Congratulations from Estelle to Imo on preparing the financial update in the absence of a treasurer.</i></p> <p>Manchester Thunder report See presentation</p> <p>Awaiting final information from EN</p> <p>Region Managers report - Shelley Meaden Report has now been added onto the presentation Effect of increase in Membership – Concerns around the transparency of the £10 increase Reports were unanimously accepted.</p>	<p>Look at effect this has when viewing the accounts next year</p>
<p>4. Appointment of Auditors</p>	
<p>Appointment of Auditors to be made by the new Finance chair, once accounts for the last year have been reviewed</p>	
<p>5. Election of Regional Management Board Members</p>	
<p>Chair IG thanked all members and volunteers for their hard work and support during the 2016/17 season. Mary Slade stepped down at AGM "a BIG THANK YOU for all of your hard work, we really do appreciate all that you have done"</p> <p>These positions were applied for:</p> <p>Chair: Imogen Greatbatch Vice Chair: Phil Owen Finance: Sarah Sutton Coaching: Mel Morris Officiating: Ruth Ward Performance: Sam Longley Competition: Estelle Graham Communications: Roberta Micci Proposer: Lesley Smith Secunder: Unanimous vote</p>	

Appendix 1 – Attendance Register.

<p>BIG THANK YOU from Imo to Staff, RMB, County Chairs, Jackie, Thunder & Volunteers.</p> <p>Volunteer of the Moment scheme Someone you want to say thank you to that you couldn't nominate at GG. NDO arranges to visit with VOTM goodies</p> <p>Save the date for next year's Celebration Event (GG) will be confirmed in next few weeks.</p> <p>Alison Titherley thanked the Umpire group set up on Facebook.</p> <p>Thank you to all for attending and safe journey home.</p> <p>The AGM came to a close at 20:30</p>	
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AGM ATTENDANCE REGISTER- Lancashire Sports Partnership - 4th July 17

	NAME	REPRESENTING WHOM?	NUMBER OF VOTES	Email
1	Mel Morris	Beechwood	1	Lovenetball76@gmail.com
2	Phil Thomas	Stockport NC	1	Phil.thomas@nhs.net
3	Steph Hastwell	NW Staff		
4	Rachel Henry	YWCA Bury	1	Rachy.henry@yahoo.co.uk
5	Ruth Moreno	YWCA Bury	1	ywcaburyseniors@gmail.com
6	Jackie Cash	Mentoring scheme		Jackie.cash@btconnect.com
7	Mary Slade	RMB		Mary.slade@netballnorthwest.co.uk
8	Estelle Graham	Cheshire, Warrington, Board	2	Estelle.netball@gmail.com
9	Alison Titherley	Newman Netball Club	1	Alison.titherley@gmail.com
10	Debbie Hallas	Oldham NC	1	
11	Sam Longley	GMCNA, Hyde	2	
12	Ruth Ward	Olympia	1	
13	Lesley Smith	Hyde	1	
14	Imogen Greatbatch	NW RMB Chair, Ladyhawks	1	
15	Helen Dulson	NW staff		