



Dear Netball North-West Member

**NOTICE OF ANNUAL GENERAL MEETING TO BE HELD
at HSBC UK National Cycling Centre, Manchester, M11 4DQ
ON Wednesday 18th September 2019 at 7:30pm**

Please find enclosed notification of the North West Regional Netball Management Board Annual General Meeting to be held at 7:30pm on Wednesday 18th 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 2019/2020
- (5) Board Nomination: Supporting Evidence Form
- (6) Board Member Job Roles and Responsibilities
- (7) Minutes from NW AGM 2018

(1)

NOTICE OF ANNUAL GENERAL MEETING TO BE HELD
at HSBC UK National Cycling Centre, Manchester, M11 4DQ
On Wednesday 18th 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 9th September 2019.

Ordinary Resolution – *There is no change to constitution or membership for the 2019/2020 season, so there are no matters requiring resolution*

(2)

NORTHWEST REGIONAL NETBALL MANAGEMENT BOARD

NOTICE OF ANNUAL GENERAL MEETING TO BE HELD
at HSBC UK National Cycling Centre, Manchester, M11 4DQ
On Wednesday 18th 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

(3)

NORTHWEST REGIONAL NETBALL MANAGEMENT BOARD

NOTICE OF ANNUAL GENERAL MEETING TO BE HELD

at National Cycling Centre, Manchester, M11 4DQ

On Wednesday 18th September 7:30pm

Current NW Regional Management Board applications for 2019/20 include:

Volunteer Chair

Elected Members (voting members)

Chair:	Maria Long
Vice Chair	Phil Owen
Finance Chair	Sarah Sutton
Coaching Chair	Rob McKee
Officiating Chair	Ruth Ward
Performance Chair:	Sam Longley
Competition Chair:	Estelle Graham
Communications and Marketing Chair:	Amy Buckle
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 Wednesday 18th September 2019.

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 Tuesday 10th September 2019**. 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 13th September 2019.

NORTH WEST NETBALL **ASSOCIATION**



BOARD MEMBERS NOMINATION FORM

FOR 2019/2020 SEASON

BOARD MEMBER POSITIONS ARE: - Chair,
Communications + Marketing 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 Tuesday 10th September 2019.

(5)

Board Nomination: Supporting Evidence Form



Please complete the following and return it with your nomination form by **5pm on Tuesday 10th September 2019**

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

(6)
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.

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 Communication and Marketing Chairperson**

ROLE SUMMARY:	To be a member of the Regional Management Board, as the lead for communication and marketing, 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.
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 ▪ Lead the Communication and Marketing Technical Support Group (TSG) to ensure the group: <ul style="list-style-type: none"> ▪ Monitor and deliver the communication and marketing section of the regional plan ▪ Ensure that equity, ethics and safeguarding policies and good practice are applied across all communication and marketing activities ▪ Ensure that all marketing is appropriately and correctly branded as guided by England Netball ▪ Oversee the maintenance of the regional website and any agreed regional social media tools ▪ Access opportunities for publicity across all forms of the media ▪ Promote activities, successes and achievements within the Region ▪ Work with identified groups and individuals to deliver regional Golden Globes event, to encourage applications and recognise nominees and winners

	<ul style="list-style-type: none"> ▪ Liaise with other TSGs as required regarding communication and marketing related matters ▪ 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 IT skills • Team leadership skills • Good political and influencing skills • Excellent facilitation skills • Excellent presentation skills 	<ul style="list-style-type: none"> • Excellent organisational and planning skills • Strong leadership and delegation skills
ABILITIES	<ul style="list-style-type: none"> • 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 the marketing and communication needs of the region • Ability to build and maintain effective networks 	
EXPERIENCE	<ul style="list-style-type: none"> • Experience of developing and implementing communications and marketing strategy and operational plans • Understanding and experience of planning, applying for and delivering fundraising and sponsorship initiatives • Practical experience of the use of Microsoft Office (word essential) 	<ul style="list-style-type: none"> • Proven organisational and management ability • Experience of utilising social media to share messages
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of the area of netball specific to the TSG • Understand the role of Social Media in promoting netball and sport for women • Understand the role of equity and ethics in relation to marketing and communication 	<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 • 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 	<ul style="list-style-type: none"> • Experience of developing volunteers • Producing and managing a budget

	<ul style="list-style-type: none"> • Practical experience of the use of Microsoft Office (word essential) 	<ul style="list-style-type: none"> • 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 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

Minutes from 2018 AGM

<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 September 2018 NCC Manchester, M11 4DQ</p>
<p>1. Welcome and Apologies for Absence</p>	
<p>Apologies - Roberta Micci, Phil Owen, Pat Evans, Lynette Nevitt, Janet Turley</p> <p>Attendance - Please refer to Appendix A. Plus Lucia (Cumbria chair) on Facetime</p> <p>IG Welcomed everyone, and went round the room for introductions.</p>	
<p>2. Minutes of previous Annual General Meeting</p>	
<p>Minutes were accepted as a true record. Proposer – Phil Thomas Seconder – Sam Longley</p>	
<p>3. Presentation of annual Report and Accounts</p>	<p>Actions / Comments</p>
<p>Reports were presented by the RMB members:</p> <p>Chair's report: - Imogen Greatbatch stepping down as chair on RMB</p> <p>See presentation – Full proactive board, all 5 counties engaging. 2 vacant roles.</p> <p>Communications + Marketing report: - Roberta Micci</p> <p>See presentation – Roberta stepping down, will stay on until December</p> <p>Competition report: - Estelle Graham</p> <p>See presentation -</p> <p>Officiating report: - Ruth Ward</p> <p>See presentation</p> <p>Performance: - Sam Longley</p> <p>See presentation (slide amended)</p> <p>Partnership Managers report - Caer Harrison</p> <p>See presentation – Recruiting – involvement of county chairs</p> <p>Reports were unanimously accepted.</p> <p>Finance - Sarah Sutton</p> <p>See presentation – handed out copies of accounts 1 May – 30 April. 2016 – 2017 accounts checked by Accountancy firm</p> <p>Agreement of terms to be signed. AGM date to change to September if in favour of changing accounting date.</p> <p>18 month report to publish.</p>	<p></p> <p>CH – Sports trust hardship funds are they still available?</p> <p>Add further information (participation) by county to presentation.</p>

Appointment of Auditors	
Ellis & Co appointed as auditors	
Proposed change of NW RMB - accounting dates to: 1 st Sept – 31 st Aug 13 Yes votes Proposer – Sam Longley Seconder – Mary Slade Agreement of terms to be signed. AGM date to change to September to coincide with changing accounting date.	
5. Election of Regional Management Board Members	
Chair IG thanked all members and volunteers for their hard work and support during the 2017/18 season. These positions were applied for: Chair: Vacant Vice Chair: Phil Owen Finance: Sarah Sutton Coaching: Robert McKee Officiating: Ruth Ward Performance: Sam Longley Competition: Estelle Graham Communications: Roberta Micci Volunteer: Vacant Proposer: Phil Owen Seconder: Ruth Ward Welcome to the board Rob. Go out to advert, board to elect vacant roles National competition meeting (anniversary games 27 th April) NW Golden Globes event, link to Manchester live 23 rd March BIG THANK YOU to the board & Everyone. The AGM came to a close at 21:23	

Appendix 1 – Attendance Register.

AGM ATTENDANCE REGISTER- National Cycling Centre - 4th September 2018

	NAME	REPRESENTING WHOM?	NUMBER OF VOTES	Email
1	GILL WALKER	LANCASHIRE & BLACKPOOL N.C.	2	
2	Rob McKee	MANCHESTER GIANTS	1	
3	GILL STUART	NW Panthers	1	
4	HELEN NEWLIST	NW Panthers	1	
5	PHIL THOMAS	STOCKPORT N.C.	1	
6	ESTELLE GRAHAM	WASHINGTON / CHESHIRE	2	
7	SAM LONGLEY	SMITHS HILL N.C.	2	
8	MARY SLADE	CONVENT	1	
9	RUTH WARD	OLYMPIA	1	
10	MARY GIBSON	LADYHAWKS/NW	1	
11	JASON TAYLOR	DNA	1	
12				
13				