

**Dear Netball North-West Member**

**NOTICE OF ANNUAL GENERAL MEETING TO BE HELD**

**Virtually on Monday 20th September 2021 at 7:30pm**

Please find enclosed notification of the North West Regional Netball Management Board Annual General Meeting to be held virtually at 7:30pm on Monday 20th September 2021

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 2021/2022
5. Board Nomination: Supporting Evidence Form
6. Board Member Roles and Responsibilities
7. Minutes from NW AGM 2020

**(1)**

**NOTICE OF ANNUAL GENERAL MEETING TO BE HELD**

**Virtually on Monday 20th September 2021 at 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 online by relevant voting member by 5pm on Sunday 12th September 2021.

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**Northwest Regional Netball Management Board**

**NOTICE OF ANNUAL GENERAL MEETING TO BE HELD**

**Virtually on Monday 20th September 2021 at 7:30pm**

**Agenda**

7:30pm **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

1. Election of Regional Management Board Members

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**Northwest Regional Netball Management Board**

**NOTICE OF ANNUAL GENERAL MEETING TO BE HELD**

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**Current NW Regional Management Board applications for 2020/21 include:**

**Chair, Communications and Marketing Chair,**

**Elected Members (voting members)**

Chair: Jenny Taylor

Vice Chair Phil Owen

Competition Chair: Estelle Graham

Finance Chair Sarah Sutton

Performance Chair: Sam Longley

Communications and Marketing Chair: Vacant – Amy Buckle stepped down

Officiating Chair Vacant – Ruth Ward stepped down

Volunteer Chair *Vacant*

Coaching Chair *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 Monday 20th September 2021.

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 (by email) no later than 5pm on Sunday 12th September 2021.** 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](http://www.netballnorthwest.org.uk) from Monday 13th September 2021.

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**NORTH WEST NETBALL**

**ASSOCIATION**

**BOARD MEMBERS**

**NOMINATION FORM**

**FOR 2021/2022 SEASON**

**BOARD MEMBER POSITIONS ARE: -**, Chair, Communications & Marketing, Officiating chair

1. **NOMINEE**

Name………………………………Position………………………

Address……………………………………………………………

…………………………………………………………………….

Tel No & Area Code:……………………………………………..

Affiliation No…………………………….Club………………….

1. **PROPOSER**

Name………………………………………………………………

Address……………………………………………………………

…………………………………………………………………….

Tel No & Area Code:……………………………………………..

Affiliation No……………………………..Club…………………..

**3 SECONDER**

Name……………………………………………………………….

Address……………………………………………………………..

………………………………………………………………………

Tel No & Area Code………………………………………………..

Affiliation No ……………………………..Club…………………..

NOTE Permission must be obtained from the nominee, then return the form together with the Supporting Evidence Form to Helen Dulson, [northwest@englandnetball.co.uk](mailto:northwest@englandnetball.co.uk)

**Nominations must be received by the NW Regional Office no later than 5pm on *Sunday 12th September 2021*.**

 **(5)**

**Board Nomination: Supporting Evidence Form**

Please complete the following and return it with your nomination form by **5pm on *Sunday 12th September 2021*.**

Submit your application online or by email [northwest@englandnetball.co.uk](mailto:northwest@englandnetball.co.uk)

Subject: England Netball – RMB nominations

|  |
| --- |
| **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. |

Currently staff working from home, so please email

NW Regional Office

National Cycling Centre

Stuart Street

Manchester

M11 4DQ

**If you are interested in a role and would like a copy of the role description please email** [**northwest@englandnetball.co.uk**](mailto:northwest@englandnetball.co.uk)

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**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.

North Partnership Manager

The England Netball Partnership 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 2020 AGM**

