

# ECU Cavalier School of Fencing



## NOTICE TO ALL MEMBERS

### ANNUAL GENERAL MEETING SATURDAY 15<sup>th</sup> NOVEMBER 2014

3.30pm at the ECU Cavs gym

Cavs session as usual until 3.25pm - Meeting 3.30pm  
Then Sausage Sizzle at 4.45pm venue to be confirmed.

**Cavaliers runs on volunteers!** All of us on the committee are volunteers. We are always looking for new people to step up to join the team to help to keep Cavaliers as the greatest fencing club in Perth!!

**All members of Cavaliers eligible to attend the meeting** – including young members.

**We also hope as many of you as possible** will make the time to stay on for a casual Sausage Sizzle after the fencing session.

*RSVP would be good for Sausage Sizzle numbers, please.*

*Cavs supplies the sausages, bread and condiments and soft drinks*

*All fencers and family welcome.*

*Location TBA but most likely at ECU*

#### **AGENDA FOR AGM**

Meeting Open:  
Present: Apologies:  
Minutes of Last AGM:  
President's Report:  
Secretary's Report:  
Treasurer's Report:  
Registrar's Report:  
Coaches Report:  
Equipment Report:  
Vote on Mission Statement:  
Vote on amended Constitution including new complaints procedure:  
Nomination of Committee 2015  
Election of Committee 2015  
Meeting Closed:

<b>Current Committee Positions 2014</b>	
<b>EXECUTIVE</b>	
<b>President</b>	Grace Rosario
<b>Vice President</b>	Malcolm Davies
<b>Secretary</b>	Jindalae Skerman
<b>Registrar</b>	Isobel Ellis
<b>Treasurer</b>	Mahmud Jaffar
<b>Coaching Coordinator</b>	Kylie Caunt
<b>WFA Representative</b>	Seymour Wolfinger
<b>GENERAL COMMITTEE</b>	
<b>Equipment Officer</b>	Drew Foley
<b>Armourer</b>	Perry Ruffo
<b>Social Officer</b>	Dylan Devenish and Llewelyn Foley
<b>Tournament Officer</b>	Position Vacant
<b>Web page Manager</b>	Malcolm Davies
<b>Librarian</b>	Leon Brownrigg
<b>Bladez Coordinator</b>	Sarah Meredith

## ALL POSITIONS ARE OPEN FOR RE-NOMINATION EACH YEAR

Please forward your nominations to Jinny prior to the meeting.

You may nominate yourself if you wish.

**The Committee meets four/five times per year**

**Reliable contact through email is essential.**

## Guidelines to the responsibilities of committee positions

<b>President (Executive)</b>	<b>Usual presiding duties.</b> Responsible for liaison with ECU / WFA / other authorities. Responsible for overall smooth running of club. Qualities of leadership in future club direction, communication and delegation.
<b>Vice-President (Executive)</b>	<b>Responsible for leadership duties in the absence of the President.</b> Appointed to various duties as they arise eg subcommittees, grants.
<b>Secretary (Executive)</b>	<b>Usual Secretarial duties.</b> Responsible for correspondence and Minutes. Responsible for venue bookings, sending cheques for payment. Central communication link between members and committee. This involves daily email/phone communication, prompting, reminding, etc. Maintain supply of stationery, update of notice boards and website details. Write, compile and mail-out quarterly newsletter of eight pages. Central contact person for all club enquiries. Home telephone, computer and email essential. Requires having personal contact details on the WWW, Dept Sport/Rec, ECU and other.
<b>Registrar (Executive)</b>	<b>Usual Registrar (membership) duties and general office routine.</b> Responsible for all membership subscriptions and late payments. Responsible for all monies to be receipted, recorded and transferred to the Treasurer. Responsible for notifying payments due and chasing unpaid money. Responsible for management of the Membership List. Available at each session for general administrative duties.
<b>Treasurer (Executive)</b>	<b>Required to safeguard the money of the club.</b> Expected to prepare a small budget in conjunction with other committee members to enable an element of forecasting and control over the expenditure. The club

	<p>works on a cash accounting basis. The majority of the work centres around the receipting and deposit of money, the input of receipt data, payment of bills and undertaking bank reconciliations.</p> <p><b>Requires a strong sense of responsibility</b> in keeping records accurate and up-to-date. It is a small club which is easily managed using MS Excel.</p>
<b>Coaching Coordinator (Executive)</b>	<p><b>Responsible for coordination of all coaching programs</b> within the club.</p> <p>Responsible for the rostering of coaches and the standards practised.</p> <p>Responsible for overseeing the acquiring and updating of coaches accreditation.</p>
<b>Fencing WA Representative (Executive)</b>	<p>To attend monthly meetings at Fencing WA in addition to the Cavaliers' meetings.</p> <p><b>General liaison between Fencing WA and the Club.</b></p> <p>To act as spokesperson for the club at Fencing WA meetings.</p> <p>To follow through with the issues which require attention – much can be done by email.</p> <p>To promote a good relationship between the Club and the Association</p>
<b>Equipment Manager</b>	<p><b>Responsible for the care of all the Club Equipment.</b> Regular cleaning, tidying, maintenance, labelling, purchasing, repair, inventory. Supervise transfer of equipment to and from tournaments. A consistent and responsible job. Works with the Club Armourer.</p>
<b>Club Armourer</b>	<p><b>Responsible for the repair of club equipment.</b></p> <p>Works with the Equipment Manager</p>
<b>Bladez Coordinator</b>	<p><b>Work as an assistant to the Bladez Coaches where needed.</b></p> <p>Could suit a parent who attends the Bladez frequently.</p> <p>Assist with roll call, interact with parents, welcome new parents and show them around.</p> <p>Assist young fencers in moving up to the main group, arrange social fencing within the group or by invitation with other clubs. Work in liaison with the Head Coaching Coordinator. This job yet to be developed - can be carried out during the sessions.</p>
<b>Social Officer</b>	<p><b>Planning and organisation of all social events covering all age groups</b> – bookings, catering, advertising and facilitating. Liaise with the committee for proposed dates.</p>
<b>Tournament Officer</b>	<p>Responsible for promotion of tournaments to club members, mainly those new members wishing to compete for the first time. Advise newcomers of the procedure and facilitate the registration procedure. Liaise between Fencing WA Tournament Officer and Cavaliers' members for tournament procedures / timetable changes. Organise the Cavaliers' DT Team for the Fencing WA tournaments which are hosted by Cavaliers. Advertise and be responsible for making up a team of volunteers for the appropriate competitions. Help to advertise and promote all competitions to the members with the aim of making Cavaliers a pro-active club in the field of interclub competition. Also help with intra-club comps if necessary. Be familiar with the Referee List and ensure that the required referees will turn up.</p>
<b>Communications Officer</b>	<p><b>Responsible for communications to club members, and in particular the quarterly newsletter.</b> Coordinate and compile content for the newsletter. Format the newsletter in an appropriate format to be both emailed to members as well as printed to be made available as a "<i>hard copy</i>" for members and interested parties.</p>
<b>Librarian</b>	<p><b>Keep catalogue in order.</b> Plan, buy, cover, name and record all new additions. Follow up late returns. Promote to the club members.</p>
<b>Web Page Manager</b>	<p><b>Responsible for web page design, content and updates.</b></p>
<b>Washing gear</b>	<p>At least each term, we require people to <b>put clothing through the washing machine.</b></p>
<b>DT Team</b>	<p><b>Assistance with the weekend WFA tournaments in several capacities</b> – Learn how to DT the competition, help with scoring, timekeeping, refereeing, setting up and taking down the pistes and equipment, transporting equipment from the Club to the tournament.</p>
<b>Level 1 Coaches</b>	<p><b>We will assist anyone wishing to take the Level 1 Coaching course.</b> Enquire through Head Coach. All Club Coaches work for the Club on a volunteer basis under the direction of the Head Coach. Opportunity for paid private lessons.</p>