



# AGM SUPPORTING INFORMATION

## TIMELINE TO AGM

- Formal Notification of the AGM will be called in the coming week or two which will include:
  - Club Affiliation Form
  - Position Descriptions for President, Treasurer, General Committee
  - Task Information included as part of the General Committee Roles
  - HBNA Management Committee Nomination Form
- Nominations for the Management Committee & the Club Affiliation Form are due no later than Sunday 16<sup>th</sup> November 2025.
- Reports and Candidate List for the Management Committee will be issued by Sunday 23<sup>rd</sup> November 2025.
- AGM will be held on Sunday 30<sup>th</sup> November 2025.

## SUBCOMMITTEES & NON-COMMITTEE ROLES

The Management Committee can call for or appoint subcommittees as required. They are also able to delegate roles or tasks to other members of the HBNA community. This means that although the responsibility will be with the Management Committee member, they can share or have some tasks undertaken by a subcommittee. The main subcommittees likely to be implemented by the Management Committee are:

- Grading Subcommittee
- Rep Subcommittee
- Carnival Subcommittee

The Administration Manager is a non-committee role in place to support the work undertaken by the Management Committee. The Management Committee will review and allocate jobs to the Administration Manager to help alleviate their time commitment.

## CLUB RESPONSIBILITIES

- Have a suitable delegate(s) attend the AGM to vote on behalf of your club.
- Circulate/Advertise to your members the vacancies on the Management Committee
- Ensure nominations to the Management Committee do not currently hold a position on a club committee