

Annual General Meeting Paper

Date:	28 February 2021
Meeting:	AGM
Prepared by:	Emma Speight (Secretary/Acting Treasurer)
Title:	Nomination and selection of Committee members

Purpose

This paper sets out the Committee member roles and seeks nominations for Committee members to be appointed

Recommendations

It is recommended that the Members:

- 1) **Note** that the proposed Constitution states that:

*The **Committee** will include:*

- a **Chair/President**,
- a **Deputy Chair/Vice President**,
- a **Secretary** and a **Treasurer**, who may be the same person, and not fewer than 4 or more than 7 other **Committee Members**.

- 2) **Note** that there are 11 portfolios as set out in the paper below, and that Committee members may hold more than one portfolio

- 3) **Note** the nominations as tabled at the AGM

- 4) **Agree** the Committee members and roles, as voted at the AGM

Proposal

- Any person who wishes to be considered for a Committee position shall advise the Secretary at or before the AGM, specifying which role(s) they would like to be considered for.
- At the AGM, nominations will be listed for each Committee position.
- Where more than one nomination has been received a vote will be taken.
- Where no nominations have been received for a portfolio, and that portfolio is not able to be covered by another Committee member, nominations will be sought and, if necessary, an appointment will be made by the WUHA Committee at the first meeting following the AGM.

WUHA Role Description – President

Purpose of role

To lead the WUHA Committee, represent WUHA on UWHNZ, and represent the purpose and priorities of WUHA across all areas of WUHA activities

Key activities

- Planning and delivering the purpose and priorities of WUHA
- Reviewing and updating policies, processes and governance as required
- Maintaining the WUHA relationship with Wellington regional facilities

Annual Activities

December/January	<ul style="list-style-type: none">• Prepare annual report to the AGM• Engage with Clubs to ensure participation in the AGM
Monthly meetings	<ul style="list-style-type: none">• Chair of Meeting• Agree agenda and papers• Report back to Committee on activities in previous month(s)• Seek Committee input on activities in upcoming month(s) – e.g., key UWHNZ decisions
Other activities	<ul style="list-style-type: none">• Attend UWHNZ meetings and represent WUHA
November/December	<ul style="list-style-type: none">• Confirm bookings/costings etc of facilities for following year
AGM	<ul style="list-style-type: none">• Chair meeting• Provide annual report

WUHA Role Description – Vice President

Purpose of role

To deputise for the President/Chair and lead sponsorship, fund-raising and promotion of UWH in the Greater Wellington region

Key activities

- Support for the President/Chair, including deputising where necessary
- Sponsorship and fund-raising
- Promotion of UWH in the Greater Wellington region, using website, facebook and other opportunities (including media)
- Reviewing and updating policies, processes and governance

Annual Activities

December/January	<ul style="list-style-type: none">• Support the engagement of Clubs in the AGM
Monthly meetings	<ul style="list-style-type: none">• Prepare papers on sponsorship, fund-raising and promotion as required• Review agenda and papers in advance of meeting• Deputise where necessary
Other activities	<ul style="list-style-type: none">• Regular review of website and facebook content
November/December	<ul style="list-style-type: none">• Prepare plan and budget/targets for sponsorship, fund-raising and promotion• Prepare plan for social media content/updates
AGM	<ul style="list-style-type: none">• Provide input to the annual report on sponsorship, fund-raising and promotion activities

WUHA Role Description – Secretary

Purpose of role

To ensure that WUHA meets its obligations as per its Constitution and Bylaws, and to support the efficient operation of meetings

Key activities

- Planning for and supporting meetings
- Keeping records of meetings and decisions (including records management)
- Maintaining membership register

Annual Activities

December/January	<ul style="list-style-type: none">• Support the preparation of the<ul style="list-style-type: none">○ Annual report○ Financial report and budget○ Membership reporting
Monthly meetings	<ul style="list-style-type: none">• Develop agenda• Ensure that papers are prepared and submitted in advance• Take minutes• Monitor actions
Other activities	<ul style="list-style-type: none">• Maintain membership register throughout the year
November/December	<ul style="list-style-type: none">• Ensure that meeting agendas cover the key decisions that will impact on planning and budgeting for the following year
AGM	<ul style="list-style-type: none">• Notify all members of the AGM• Prepare agenda and papers for circulation• Take minutes

WUHA Role Description – Treasurer

Purpose of role

To ensure that WUHA meets its obligations as per its Constitution and Bylaws to develop and manage the annual budget, keep accurate financial records and meet reporting requirements

Key activities

- Developing and managing the annual budget
- Keeping accurate financial records
- Managing non-payment of fees
- Reporting to each meeting and the AGM

Annual Activities

December/January	<ul style="list-style-type: none">• Prepare financial report to the AGM
Monthly meetings	<ul style="list-style-type: none">• Prepare financial report for each meeting• Review agenda and papers in advance of meeting
Other activities	<ul style="list-style-type: none">• Manage non-payment of fees, in partnership with Clubs• Liaise with auditors
November/December	<ul style="list-style-type: none">• Prepare the budget for following year• Engage with Clubs on setting of fees
AGM	<ul style="list-style-type: none">• Provide financial report

WUHA Role Description – Competitions & Equipment

Purpose of role

To facilitate and run WUHA Wellington-based national and regional competitions, and manage and maintain WUHA equipment

Key activities

- Competitions
 - Facilitate and run any WUHA Wellington-based national and regional competitions
 - Providing uniforms for representative teams
- Equipment
 - Maintain a register of equipment
 - Barriers and goals
 - Reffing equipment
 - Caps
 - Pucks
 - AV equipment (for competitions)
 - Provide access to equipment for schools, mini leagues and competitions
 - Maintain equipment
 - Liaise with pool management on any equipment related issues (covered in separate agreement)
 - Manage list of equipment suppliers

Annual Activities

December/January	<ul style="list-style-type: none">● Confirm calendar of events and propose sub-committee if required
Monthly meetings	<ul style="list-style-type: none">● Prepare papers on competitions and equipment as required● Review agenda and papers in advance of meeting
Other activities	<ul style="list-style-type: none">● Manage events (co-opting support as appropriate)● Liaise with pool management and equipment suppliers
November/December	<ul style="list-style-type: none">● Prepare plan and budget for competitions● Prepare plan and budget for equipment
AGM	<ul style="list-style-type: none">● Provide input to the annual report on competitions and equipment

WUHA Role Description – Clubs League

Purpose of role

To plan and manage WUHA Clubs League

Key activities

- Establish annual plan of leagues (4-5 weeks each)
- Run clubs night competition on a Thursday
 - Calling for competitors
 - Forming teams
 - Making a draw
 - Co-ordinate with club reps
 - Record of players (to confirm payment)

Annual Activities

December/January	<ul style="list-style-type: none">● Confirm calendar of Clubs Leagues
Monthly meetings	<ul style="list-style-type: none">● Prepare papers on Clubs League as required● Review agenda and papers in advance of meeting
Other activities	<ul style="list-style-type: none">● Manage Thursday night Clubs League
November/December	<ul style="list-style-type: none">● Prepare plan and budget for Clubs League
AGM	<ul style="list-style-type: none">● Provide input to the annual report on Clubs League

WUHA Role Description – Social & Novice Leagues

Purpose of role

To plan and manage WUHA Social & Novice Leagues

Key activities

- Run social and novice leagues (regular day tbc, currently novice on Tuesday, social on Wednesday)
 - Calling for competitors
 - Forming teams
 - Making a draw
 - Co-ordinate with club reps
 - Record of players

Annual Activities

December/January	<ul style="list-style-type: none">● Confirm calendar of Social & Novice Leagues
Monthly meetings	<ul style="list-style-type: none">● Prepare papers on Social & Novice Leagues as required● Review agenda and papers in advance of meeting
Other activities	<ul style="list-style-type: none">● Manage Tuesday/Thursday night Social & Novice Leagues
November/December	<ul style="list-style-type: none">● Prepare plan and budget for Social & Novice Leagues
AGM	<ul style="list-style-type: none">● Provide input to the annual report on Social & Novice Leagues

WUHA Role Description – Schools League

Purpose of role

To plan and manage WUHA Schools Leagues

Key activities

- Running the competition (be on site Tuesday and Friday)
 - Ensure that the set up is done on time (in pool and desk)
 - Record results and report to CSW
 - Record and decide disputes (at WUHA conduct committee) and report to CSW
 - Liaise with school team managers
 - Hold a managers meeting to brief managers at start of the competition
- Maintain register of School contacts
- Liaise with CSW and the schools re schools league
- Establish a scoring duty roster

Annual Activities

December/January	<ul style="list-style-type: none">● Confirm calendar of School Leagues
Monthly meetings	<ul style="list-style-type: none">● Prepare papers on School Leagues as required● Review agenda and papers in advance of meeting
Other activities	<ul style="list-style-type: none">● Manage Tuesday/Friday night School Leagues (pre-season/End of Term 1, Term 2, Term 3)
November/December	<ul style="list-style-type: none">● Prepare plan and budget for School Leagues
AGM	<ul style="list-style-type: none">● Provide input to the annual report on School Leagues

WUHA Role Description – Mini Leagues

Purpose of role

To plan and manage WUHA Mini Leagues

Key activities

- Organise annual programme for the league (8 per year)
- Run the competition
- Maintain register of school contacts (including growing participation), and opportunities to bring players along if they don't have a school team
- Connect the mini league players to schools for future development
- Build coaching and refereeing opportunities for schools players
- Record U18 participation

Annual Activities

December/January	<ul style="list-style-type: none">• Confirm calendar of Mini Leagues
Monthly meetings	<ul style="list-style-type: none">• Prepare papers on Mini Leagues as required• Review agenda and papers in advance of meeting
Other activities	<ul style="list-style-type: none">• Manage Mini Leagues
November/December	<ul style="list-style-type: none">• Prepare plan and budget for Mini Leagues
AGM	<ul style="list-style-type: none">• Provide input to the annual report on Mini Leagues

WUHA Role Description – Referees

Purpose of role

To train and develop referees and ensure referees are available for all leagues and competitions

Key activities

- Develop WUHA refereeing resources
 - Train level 1 referees and grow the pool of referees
 - Work with schools to establish expectations about numbers of referees
 - Identify and develop referees through schools and clubs competition, including targeting referee selection for top games
 - Develop level 2 and level 3 referees
 - Identify referee mentors
- Run WUHA referee courses
- Maintain a referee register (both levels and numbers of games refereed)
- Establish the refereeing duty roster for Friday nights (including payment)
- Liaise with UWHNZ on regional and national competition referees

Annual Activities

December/January	<ul style="list-style-type: none">• Confirm calendar of referee development activities
Monthly meetings	<ul style="list-style-type: none">• Prepare papers on referees as required• Review agenda and papers in advance of meeting
Other activities	<ul style="list-style-type: none">• Manage referee training and development• Maintain referee register and payment records
November/December	<ul style="list-style-type: none">• Prepare plan and budget for referees
AGM	<ul style="list-style-type: none">• Provide input to the annual report on referees

WUHA Role Description – Coaches

Purpose of role

To train and develop coaches and ensure coaches are available for all schools and regional team

Key activities

- Liaise with schools to ensure that each school has a coach
- Ensure that each regional team has a coach
 - Manage the nomination and selection process
- Establish a coach mentoring and development programme to grow the pool of coaches
 - Junior/schools coaches
 - Senior/regional coaches

Annual Activities

December/January	<ul style="list-style-type: none">• Confirm calendar of coach development activities
Monthly meetings	<ul style="list-style-type: none">• Prepare papers on coaches as required• Review agenda and papers in advance of meeting
Other activities	<ul style="list-style-type: none">• Manage coach training and development• Maintain coach register and selection processes
November/December	<ul style="list-style-type: none">• Prepare, plan and budget for coaches
AGM	<ul style="list-style-type: none">• Provide input to the annual report on coaches