



Notice of Annual General Meeting 2019

Notice is hereby given that the sixteenth Annual General Meeting of the Association will be held at **19:30 on Wednesday 30th October 2019** in the Kings Bar at The Twickenham Stoop, Langhorn Drive, Twickenham, Middlesex, TW2 7SX. Doors open at 19.00.

The Agenda is as follows:

1. To approve the Minutes of the last Annual General Meeting
2. To receive the report of the Chair of the Association
3. To receive the Treasurer's Report
4. To approve the Accounts of the Association
5. To appoint auditors for the coming year
6. To elect the Officers of the Association
7. To elect the members of the Committee of the Association
8. Any Other Business

Lyn Gadd secretary@quinssa.org.uk

Quinssa Secretary

1 Persfield Close

Ewell Village

KT17 1PQ

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Electronic copies of all relevant documents will be sent to all current members prior to the meeting. Non-email members will receive their copies by post.

Copies of the current constitution, the minutes from last year's AGM, responses to questions raised, notes from committee meetings, etc. can all be found on the Quinssa website at <http://www.quinssa.org.uk/>. Non-email members may request copies by sending a large self addressed stamped envelope to the **Quinssa Secretary by 15th October 2019.**

In order to help us plan seating, etc., please email geoff@quinssa.org.uk to advise if you are planning to attend.

Thank you.

Agenda items

If any member wishes to ask specific questions or to raise particular topics at the meeting, please advise the Membership Secretary by email members@quinssa.org.uk before 15th October 2019.

Election to committee

In line with the requirements of the constitution, all current members of the committee are retiring but may make themselves available for re-election. Quinssa membership has expanded substantially over the last few years. We will be delighted to welcome new members to the committee with new ideas and a fresh outlook on things we do regularly.

A nomination form for officer/membership of the committee is attached to this Agenda. In order to help you understand the Roles undertaken by the current committee a list of the existing roles and committee members undertaking those roles in 2018/19 is also attached. In addition to the existing roles we will be seeking a committee member to take responsibility for social media – if you are interested in joining the committee and undertaking that role we would be delighted to discuss it with you.

Please return nomination forms by email to the secretary secretary@quinssa.org.uk or by post at the address above to arrive on or before 22nd October 2019.



Quinssa Committee Membership Nomination Form – 2019/20

Name of Candidate: _____

Quinssa Membership No: _____

Proposed By:

Name & Quinssa Membership No: _____

Signed: _____

Seconded By:

Name & Quinssa Membership No: _____

Signed: _____

Proposed for Committee Officer: Chairman / Treasurer / Secretary / Vice Chair

Proposed for Committee Member

Please delete as appropriate

If you are interested in a specific member role please state role that you would be interested in undertaking)

Apart from specific Officer/Member duties Committee members duties are as follows:

- Attend at least 50% of Committee meetings – where possible these are held prior to a Saturday or Sunday game, otherwise they are held in Twickenham on an appropriate evening
- Attend the Quinssa stand for two hours prior to a match as per rota – normally 2-3 times a season
- Respond to emails in a timely manner
- Take an active part in Committee business

Quinssa Committee Roles 2018/19

- **Officer Roles**
 - Chair - Scott Cooke
 - Treasurer - Warren Kennedy
 - Secretary- Lyn Gadd
 - Vice Chair – Steve Scott
- **Non Officer Roles**
 - Membership Secretary - Lou Hopkins
 - Match Day Support – Chris Munton, John Heigham, Kay Capon
- **Away from home**
 - Coaches – Taken over by Quins and Zeelo
 - Overseas tickets – Lyn Gadd & Kay Capon
 - Overseas meeting events and places – Lyn Gadd & Kay Capon
- **Communications & Media**
 - Mailer – Duncan Franklin & Scott Cooke
 - Website – Duncan Franklin & Scott Cooke
 - Facebook - Scott Cooke (although all committee members are administrators and can post as Quinssa)
 - Twitter - Geoff Sykes
 - Media Opportunities – Steve Scott
 - Programme Notes - Steve Scott and Warren Kennedy
- **Events**
 - Events Committee – Geoff Sykes
 - Annual Dinner & Surrey Sports Park- Emma Stewart
- **Stand Rota**
 - Lyn Gadd
- **Merchandise**
 - Scott Cooke, Warren Kennedy, Emma Stewart & Lyn Gadd
- **Links with Quins Management**
 - Scott Cooke
- **Fundraising & Charities**
 - Academy Liaison – Warren Kennedy
 - Bursaries – Lyn Gadd
 - Shooting Star Chase - Emma Stewart
 - Foundation & HQ Amateurs - Chris Munton
- **Recruitment**
 - Members – Steve Scott
 - Committee Members - All