

Quinssa

Notice of Annual General Meeting 2020

Notice is hereby given that the seventeenth Annual General Meeting of the Association will be held **at** 20.00 on Tuesday 13th October 2020 via Zoom.

The Agenda is as follows:

1. To approve the Minutes of the last Annual General Meeting (The Minutes are on the Quinssa website)
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 (The Accounts are on the Quinssa website)
5. To appoint auditors for the coming year
6. To elect the Officers of the Association (The details of Officer Nominations will be sent out via a mailer 10 days before the event)
7. To elect the members of the Committee of the Association (The details of Committee Member Nominations will be sent out via a mailer 10 days before the event)
8. Any Other Business

Lyn Gadd Secretary@Quinssa.org.uk

Quinssa Secretary

1 Persfield Close

Ewell Village

KT17 1PQ

Electronic copies of all relevant documents are on the Quinssa website. Non-email members will receive their copies by post.

Copies of the current constitution, 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 1st October 2020.

In order to ensure that you receive a link to the zoom meeting please email phil@quinssa.org.uk to advise if you are planning to join the meeting.

Thank you.

Agenda items

If any member wishes to ask specific questions or to raise particular topics at the meeting, please advise the Secretary by email secretary@quinssa.org.uk by 1st October 2020.

Election to the Quinssa 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. 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 can be found below. 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 2019/20 is at the end of this document.

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 1st October 2020.

Quinssa

Quinssa Committee Membership Nomination Form – 2020/21

Name of Candidate:

Quinssa Membership No: _____

Proposed By:

Name & Quinssa Membership No:

Seconded By:

Name & Quinssa Membership No:

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. In the current situation these may be on-line meetings using Zoom or a similar facility
- Attend the Quinssa stand for two hours prior to a match as per rota – normally 2-3 times a season. This will depend on the circumstances as they continue to develop.
- Respond to emails in a timely manner
- Take an active part in Committee business

Quinssa Committee Roles 2019/20

- **Officer Roles**
 - Chair - Scott Cooke
 - Treasurer - Warren Kennedy
 - Secretary- Lyn Gadd
 - Vice Chair – Steve Scott
- **Non Officer Roles**
 - Membership Secretary – Pat Scott
 - 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 – Phil Gibson
 - Instagram – Abby Barletta
 - 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