



Mt Tauhara Gymnastics Club Annual General Meeting

- Saturday December 9th 2023 @ 4:15pm
- Mt Tauhara Gymnastics Club Committee Rooms



MT. TAUHARA
Gymnastics



Good day Members,

On behalf of the Mt Tauhara Gymnastic Club, please find attached the Roles of the Committee which are available for nominations. It is important these roles are filled so that the club can continue to serve the community. If you are interested in being nominated for one of these roles, please get in touch.

Please feel free to email committee@mttauharagymnastics.co.nz if you have any questions regarding the role descriptions.

Many thanks

Mt Tauhara Gymnastics Committee

Mt Tauhara Gymnastics Club AGM Timeline

Notice posted on the Mt Tauhara Gymnastic Club [Facebook Page](#) on the 7th of November 2023.

AGM Notice



Before the meeting is called to order on the 9th of December 2023, all nominations are to be sent to committee@mttauharagymnastics.co.nz

Close off for nominations



4:15pm on the 9th of December 2023
Mt Tauhara Gymnastics Club
Please note: If there are less than 10 Members in the room the AGM will be postponed.

AGM

Meeting Documents

Meeting documents will be shared with Members in advance of the AGM via the club's Facebook Page and emailed to those who have supplied their email address.



All Committee Members Responsibilities & Duties

- Regularly attend and actively participate in all committee meetings and other related meetings.
 - Keep up-to-date with committee matters, be well-prepared for meetings, and prepared to review and comment on minutes and reports when required.
 - Acquire knowledge of club policies and procedures, and other relevant information, and apply them to the decision-making processes.
 - Maintain constructive, collaborative and mutually respectful relationships with other committee members of the club and other members of the gymnastics community.
 - Contribute to the club strategic and annual planning.
 - Provide practical support to other committee members, as required.
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- **Gymnastics New Zealand will support committee members throughout their time on the committee.**

All Committee Members Knowledge & Skills

Ideally committee members are people who:

- Have a willingness to learn and understand club policy and procedure.
- Can be confidential.
- Can communicate effectively.
- Is positive and enthusiastic and willing to commit the required time.
- Are willing to coordinate and assist/attend club events.
- Is well organised and can meet deadlines.
- Is a cheerleader and supporter for the club.

The estimated time commitment required of a committee member is 2 hours a month for actual meetings and another 2 hours for reviews and feedback etc.

Club President

- The President is the principal leader of Mt Tauhara's Gymnastic Club. The President sets the overall annual committee agenda (consistent with the view of the members), helps the committee priorities its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

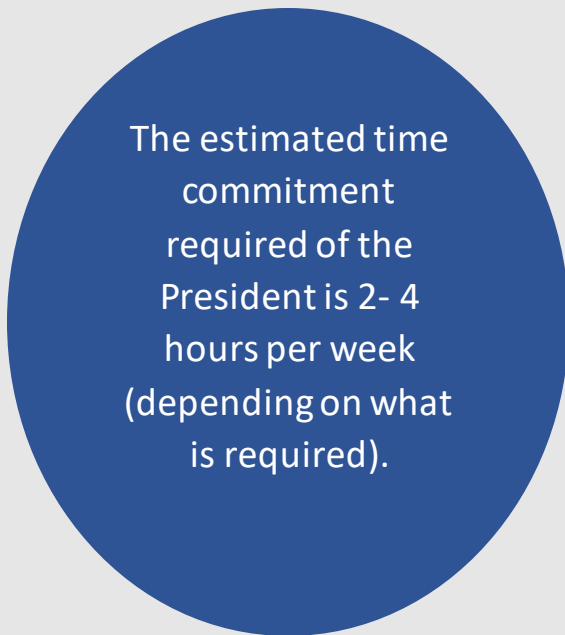
Club President's Responsibilities & Duties

- Chair committee meetings and manage committee processes.
- Encourage all committee members to contribute to debate and decision-making.
- Chair the Annual General Meeting.
- Manage relationships and represent the club at local, regional, and national levels.
- Handle complaints escalated from the Operations Team.
- Ensure risks to the club are managed.
- Lead planning and ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Club President's Knowledge & Skills

Ideally the President is someone who:

- Can communicate effectively.
- Has a good working knowledge of the constitution, rules and the duties of all office holders.
- Is well informed of all club activities.
- Can think about the future direction of the club and its members.
- Is a supportive leader for all club members.



The estimated time commitment required of the President is 2- 4 hours per week (depending on what is required).

Club Secretary

- The Secretary is responsible for maintaining committee documents and files. The Secretary is also responsible for organising the Annual General Meeting.

Club Secretary's Responsibilities & Duties

- Prepare the agenda for committee meetings in consultation with the President.
- Prepare and circulate agenda and minutes of committee meetings.
- Maintain and update committee records (Action list, Strategic Plan, Annual Plan, Risk Register).
- Maintain files (paper and electronic) to ensure the accessibility of all key documents;
 - Legal documents, e.g., constitution, lease.
 - Committee documents (minutes, reports, AGM documentation).
 - Club policies and procedures.
- Maintain and update the Committee Handbook.
- Organise and advertise the Annual General Meeting

Club Secretary's Knowledge & Skills

Ideally the Secretary is someone who:

- Can communicate effectively.
- Good at setting up systems.
- Timely in minute taking.
- Is well organised and can delegate tasks.
- Can keep good records.



The estimated
time
commitment
required of the
Secretary is 3
hours per
month.

Club Treasurer

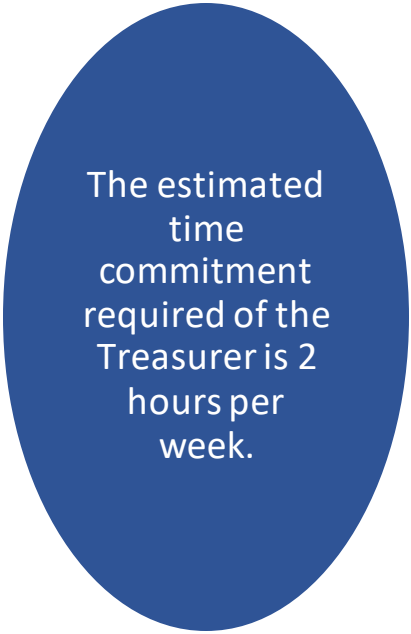
- The Treasurer is responsible for providing financial transparency and accountability to the committee and ensuring that processes and reporting requirements are met openly and with accountability.

Club Treasurer's Responsibilities & Duties

- Ensure that all finances are managed appropriately and that sufficient funds are always available to support the club's liabilities.
- Prepare an annual budget and monitor actual against budget monthly.
- Deal efficiently and effectively with all invoices and bills, ensuring that funds are spent properly.
- Keep up-to-date records of all the financial transactions (online and paper).
- Provide regular financial statements to the committee and providing explanations and recommendations where required.
- Prepare the end of year accounts/financial report for auditors and AGM.

Ideally the Treasurer is someone who:

- Can communicate effectively.
- Can set a Budget with forecast and report against this
- Is well organised and works in a logical orderly manner.
- Can allocate regular time periods to maintain books.
- Can keep good records and is familiar with spreadsheets.
- Is confident with handling figures and money.



The estimated
time
commitment
required of the
Treasurer is 2
hours per
week.

Club Treasurer's Knowledge & Skills

General Committee Members

- Once elected as a General Committee Members the committee will appoint roles to each general committee member at the first committee meeting.
- These roles include:
 - Safeguarding Lead
 - Health and Safety Officer
 - Funding Grant Officer
 - Other roles as appropriate



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