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# SUSSEX COUNTY CONTRACT BRIDGE ASSOCIATION

## ANNUAL GENERAL MEETING

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ONLINE via Zoom  
on  
SUNDAY 23<sup>rd</sup> APRIL 2023  
at 11am

0. Opening remarks and apologies
1. Approval of minutes of AGM held on 1<sup>st</sup> May 2022
2. Matters arising from the minutes
3. Chairman's Report
4. Honorary Treasurer's Report
  - 4.1 Adoption of the Audited Annual Accounts to 31 Dec 2022
  - 4.2 Appointment of Honorary Independent Examiner
  - 4.3 Approval of Membership T&C
5. Election of Officers (See Note 2 below)
  - 5.1 Chairman
  - 5.2 Vice-Chairman
  - 5.3 Honorary Secretary
  - 5.4 Honorary Treasurer
6. Election of a maximum of ten Committee Members (See Note 2 below)
7. Members' resolutions, if valid and submitted within time (see Note 3 below)
8. Gladys Hakki Award 2022/23
9. Any Other Business

### Notes

1. All members wishing to attend the meeting should register with the Hon Sec ([dick.wheeler@btinternet.com](mailto:dick.wheeler@btinternet.com)) by 16 April 2023 to receive the supporting papers and the Zoom invitation.
2. All members of the Management Committee automatically resign at the end of each year. The Chairman has a maximum term of 5 years. Subject to the latter condition, all members are eligible for re-election. Applications are invited for all Officers and Committee positions and these should be submitted by email in the following form:
  - Subject - SCCBA AGM 2023 – MC Application
  - Name and EBU number of applicant
  - Email address and telephone number (mobile preferred) of applicant
  - Name, EBU number and email address of proposer
  - Name, EBU number and email address of seconder
  - Post applied for (Chairman or Vice-Chairman or Treasurer or Secretary or Member)
  - Confirmation that the information note *The Role of the Management Committee* (see attached) has been understood.
  - Confirmation of understanding that the personal information requested above will be collected, stored, used and protected in line with the SCCBA Privacy Notice as published on the SCCBA website ([www.sccba.co.uk](http://www.sccba.co.uk)).

The resultant email should be copied to the proposer and seconder and should reach the Hon Sec at least 14 days prior to the date of the AGM.

3. Clause 7.5 of the constitution allows the submission of resolutions by ordinary members. Any such resolution signed by the proposer, seconder and the required number of other members (20 or more) must be submitted to the Hon. Secretary (Dick Wheeler) by 26 March 2023 to allow time for publication to clubs and on the web site, and the possible subsequent submission of amendments by 9 April 2023.

## **SCCBA**

### **ROLE OF MANAGEMENT COMMITTEE**

#### **Introduction**

All members of the SCCBA are jointly and severally responsible/liable for the activities of the organisation and the Officers and Members of the MC are elected at a general meeting to take the leading roles in relation to that responsibility/liability, particularly

- The overall governance and strategic direction of the SCCBA
- Its financial health
- The probity of its activities
- The development of the aims, objectives and goals in accordance with the SCCBA constitution and legal and regulatory guidelines

#### **Main Responsibilities**

- To ensure that the SCCBA and its representatives function within all legal and regulatory requirements and operate in line with the SCCBA constitution, continually striving for best practice in governance.
- To take appropriate professional advice in all matters where there may be a material risk to SCCBA.
- To identify, manage and regularly review risks to the SCCBA and its activities
- To determine the overall direction and development of SCCBA
- To ensure that robust systems are in place for internal financial control and the protection of the SCCBA's funds and assets.
- To manage and use the resources of the SCCBA to optimise their potential.
- To provide appropriate induction to MC members on appointment and on-going training as appropriate.

The SCCBA has a large membership and no permanent staff. MC members will be expected to undertake one or more of the executive roles or posts listed at the annex.

#### **Accountability**

The Chairman of the MC is accountable to SCCBA members as laid down in the constitution; and on a day-to-day basis MC members are accountable to the Chairman for their actions.

#### **Data Protection**

The personal information provided by those who apply to become Officers or Members of the MC and those who propose them is collected, stored, used and protected in line with the SCCBA Privacy Notice published on the website.

#### **Personal Liability**

All members of the MC are jointly and severally liable in respect of the SCCBA's activities. Provided the members have acted in good faith and in line with the requirements laid down in the SCCBA constitution, the extent of any individual liability is likely to be nil.

**MANAGEMENT COMMITTEE - Summaries of posts currently filled****1. Officers**

Under the constitution there are four officer posts – Chairman, Vice Chairman, Hon. Treasurer and Hon. Secretary. Detailed job descriptions are available from the Honorary Secretary to inform those who wish to be elected to one of these posts.

**2. Chairman Tournament Committee**

- Chairing regular meetings of the Tournament Committee
- Overseeing the organisation and implementation of all county events
- Recommending organiser appointments to the MC
- Reporting to the MC on tournament issues

**3. Chairman Selection Committee (currently filled outside the MC)**

- Chairing regular meetings of the Selection Committee
- Working with the other Selectors to choose the county's representative teams
- Liaising with players to check on availability for selection
- Reporting to the MC on selection issues

**4. Chairman Conduct Committee**

- Chairing meetings of the Conduct Committee as required
- Fielding disciplinary cases referred to the county
- Initiating the assembly of independent panels to deal with the investigation and subsequent ruling of disciplinary cases
- Considering the need for referral to the EBU
- Reporting to the MC on conduct and disciplinary issues
- Liaising with EBU L&E officials as appropriate

**5. Education Co-ordinators (one currently filled outside the MC)**

- Chairing meetings of related workgroups
- Overseeing related projects and the achievement of value for money
- Reporting progress to the MC
- Review of the need for further projects as appropriate

**6. Membership Secretary**

- Maintaining the county's overall membership database and the subset used for electronic communication.
- Issuing e-mail communications with members as required, e.g., regarding upcoming events.
- Responding to membership enquiries as required.
- Reporting to the MC on membership issues.

**7. Webmaster\***

- Maintaining the county's web site and its links to other sites as required
- Reporting to the MC on web site and related issues.
- Liaising with Officers, MC Members and others to consider ideas for web site enhancement/improvement.
- Responding to enquiries about the county web site as required.

**8. Master Points Secretary\***

- Overseeing the award of master points at county events
- Providing advice to tournament organisers and clubs on MP issues.
- Reporting to the MC on MP issues.
- Liaising with EBU officials as required

**\*A detailed description of the actions carried out by the Webmaster and the MP Secretary in support of county events is available from the Hon. Sec.**

9. Charities Coordinator

- When required, trawling clubs for nominations of local charities
- Reviewing annually the candidates for the county's charitable contributions and making recommendations to the MC
- Liaising with the Hon. Treasurer to make the awards agreed
- Reporting to the MC on charity issues

10. Equipment Coordinator

- Maintaining asset lists of the county's bridge equipment
- Conducting reviews of assets in order to recommend timely replacement when required
- Transporting county equipment to/from county events as required
- Reporting to the MC on equipment and storage issues

11. Trophy Coordinator

- Maintain list of county's trophies, including contact information about current holders.
- Arrange return of trophies to event organiser in time for presentation of next year's event.
- Check that engraving has been completed.
- Arrange repairs where necessary