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| TOUCH NH | **TOUCHNORTHHARBOUR** Sports House, Stadium Drive PO Box 300-633, Albany  NorthShoreCity 0752  Phone 09 448 0304; Fax 09 415 4594  admin@touchnorthharbour.co.nz  www.touchnorthharbour.co.nz |

**MEMORANDUM**

**TO:** All Touch North Harbour Module Managers, Clubs, Schools (via Module Managers), Representative Managers, Rep Players (via Managers), Board &

Executive Committee Members, Referees

**FROM:** Julie Morris

**DATE:** Wednesday 7th May 2014

**SUBJECT: Annual General Meeting, Wednesday 18 June 2014, 6.30pm, Sports House**

* **Remits**
* **Voting**
* **Application &NominationForms- Board & Executive Committee positions**

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REMITS

Please be advised that any remits / motions to be considered at the AGM must be submitted in writing (form enclosed) to the President no later than **5pm on Monday 2nd June 2014.**

**VOTING**

**P**ersons entitled to exercise votes at the meeting are: 1 **representative from each team participating in a Touch North Harbour affiliated competition (including representative teams), Board and Executive Committee members, Referee Delegates and Module Managers,** from the 2013-2014 season.

Those eligible to vote may exercise their right to vote at the meeting by:

1. Being present in person; or
2. By appointing a proxy to attend & vote in your place. A form for appointing a proxy is enclosed. This must be received by TNH no later than **5pm on Monday 9th June 2014**.

NOMINATION FORMS

Please find enclosed the Application and Nomination Forms for the positions of Touch North Harbour Board and Executive Committee Members.

We prefer forms to be filled in electronically and returned by email.

Please ensure these forms are forwarded to all club/school teams, referees and representative players/parents. We need more committee members, people of all abilities – and an attitude to help is the main criteria.

A list of remits and motions will be posted on the TNH website along with a copy of the AGM agenda by **Tuesday 10th June 2014**. The Annual Report (including audited financial accounts) will be available at the AGM.

Kind Regards,

Julie Morris

TOUCHNORTHHARBOUR

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**APPLICATION FORM**

**TOUCH NORTH HARBOUR BOARD**

**APPLICATIONS CLOSE Monday 2nd June 2014**

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| Touch North Harbour’s Board functions as a governance board, concentrating on the strategic objectives and directions of the Association, managing the Strategic Plan and setting policies, and ensuring the Association meets its legal and financial obligations. They are removed from the day to day management of the Association's affairs which is carried out by paid staff and volunteers. |

If you wish to apply to become aBoard member, this form must be completed(use additional pages if required) and returned to the Secretary, [admin@touchnorthharbour.co.nz](mailto:admin@touchnorthharbour.co.nz)or Touch North Harbour, PO Box 600-633 Albany North Shore City 0752 or, no later than 5.00pm Monday 2nd June 2014

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| --- | --- |
| **NAME:** |  |

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| --- | --- |
| **ADDRESS:** |  |

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| --- | --- | --- | --- |
| **PHONE hm:** |  | **PHONE wk:** |  |

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| **PHONE mob:** |  | **EMAIL:** |  |

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| **OCCUPATION:** |  |

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| **Summarize your experience with and/or interest in our organization.** |
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| **What skills and knowledge are you willing to bring to our board? Please indicate your experience in the following areas.** | **very experienced** | **some experience** | **little or no experience** |
| Strategic planning |  |  |  |
| Financial management and control (budgeting, accounting) |  |  |  |
| Fundraising |  |  |  |
| Sponsorship |  |  |  |
| Funding |  |  |  |
| Marketing |  |  |  |
| Legal Expertise |  |  |  |
| Governance experience |  |  |  |
| Board development (recruitment, training, evaluation) |  |  |  |
| Programme planning and evaluation |  |  |  |
| Recruiting, hiring and evaluating personnel |  |  |  |
| Communication, public and media relations |  |  |  |
| Participation in executive committees |  |  |  |
| Organizational development |  |  |  |
| Information technology |  |  |  |
| Property (development, council connections) |  |  |  |
| Events (planning and implementing) |  |  |  |

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| **For the items you checked as “very experienced” or “some experience”, please provide details.** |
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| **If not described above, please outline your experience as a volunteer board or committee member?** |
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| **Who may we contact for information about your performance in these positions?** |
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If you have a resumé, please attach it.

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| **Signature of Applicant:** | **(typed full name acceptable)** |