

SWINDON & DISTRICT TENNIS LEAGUE

Notice of Annual General Meeting

Wednesday 20th November 2024 at 7pm

Gerard Buxton Sports Ground, Brinkworth Road, Royal Wootton Bassett, Swindon SN4 8DS

1. Proposal of 2024/25 Committee Members:

Nick Hewens (Chair)	Pewsey
Lindsey Hall (Treasurer)	Purton
Jackie Wood (League Administrator)	RWB
Andy Dickinson (League Administrator)	Minety
Kath More (Committee Member)	Marlborough
Alan Hunt (Committee Member)	David Lloyd
Vacancy (Secretary - Jan 2025 onwards)	Nominations please

Role description - Secretary:

- Twice a year:
 - Attend committee meetings
 - Prepare committee meeting agendas, produce minutes and distribute to members
- Once a year:
 - Organise AGM including notification to clubs, agenda, request for proposed rule changes and previous years' minutes
 - Collate proposed rule changes from the committee and clubs, and distribute to clubs before AGM
 - Attend AGM, take minutes and distribute minutes to club contacts
 - Organise trophy collection by committee members for engraving.

2. All clubs are requested to send at least one representative to the AGM. A £5 fine will be levied on any club not represented.
3. All clubs are requested to be represented at the **Presentation Night 2024**, at 7pm on Saturday 23rd November 2024 at David Lloyd Swindon, Latham Road, Blunsdon, Swindon SN25 4DL. A fine of £50 will be levied on any club that has won a trophy and is not represented.
4. Proposals from Committee - will be included in AGM Agenda
5. Proposals from Members - will be included in AGM Agenda
6. Proposals for Life Members and vacant Committee roles - to be nominated by Clubs and announced at the AGM.

Please submit any proposed Rule alterations and nominations to the current Secretary, Lucie Barrass lucieoutandabout@gmail.com no later than **7th November 2024**. All rule change proposals must be seconded before submitting.

The AGM Agenda including all proposals and nominations will be sent to club contacts no later than Sunday **10th November 2024**.