

Notice is hereby given of the
Annual General Meeting
of the Wyke Regis Horticultural Society
on Wednesday 5th September at 7.30pm

There will be
Cheese and Wine
served before the Meeting from 6.30pm

Items for inclusion in the Agenda must be
received in writing by the General Secretary no
later than 20th August 2018

Post or Email: generalsecretary@wrhs.org.uk

There are 15 places on the General Committee for
which nominations are invited. The present
committee members are all willing to stand for re-
election, with the exception of the Treasurer: one
nomination for this position has been received.

**There are six vacancies without nominations,
could YOU take on a role? See descriptions
below.**

Nominations must be made in writing, proposed
and seconded by a fully paid up member, not later
than 22nd August 2018

Should there be no nominations in advance for any
position, names may be proposed during the
Annual General Meeting

The General Committee

Current post-holders are shown

Nominations are invited for all positions: an election will be held if more than one nomination for any position is received

Position	Nominee	Proposed	Seconded
Chair	Rachel Waldock	Alexis van El	Brian Shaw
Deputy Chair	John Southway	Chris Mowlam	Carrie Dalby
Treasurer	Michelle Lindley	Rachel Waldock	John Southway
General Secretary	Carrie Dalby	Rachel Waldock	Andrea Inns
IT Manager Website Manager Membership Secretary	David Best	John Southway	Brian Shaw
Trading Post Manager 1	Andrea Inns	David Best	Carrie Dalby
Trading Post Manager 2			
Purchasing Assessor			
Purchasing Buyer			
Building Maintenance	Chris Mowlam	David Best	Carrie Dalby
Events Secretary			
Publicity Secretary			
Social Secretary			
General Committee	Jackie Hambling	Chris Mowlam	Andrea Inns
General Committee	Alexis van El	Jackie Hambling	Andrea Inns

Job Descriptions for vacant situations

No-one is required to work alone, nor take sole responsibility for any role. The Committee all work together as a TEAM. All roles are inter-linked and appropriate training and ongoing support is available.

Purchasing Team - two positions

They will each be required to put in approximately 1 - 2 hours per week, depending on season. Two people are required to work together to maintain the stock levels in the shop. Their duties will include the following:

Purchasing Assessor

Assessing stock requirements weekly and researching new lines, being aware of seasonality, and advising and assisting the Buyer accordingly.

Purchasing Buyer

Compiling orders from the Assessor's advice and working with the IT Manager to place the orders. Receiving the deliveries and checking for price variations; assisting the IT Manager to enter the goods on EPOS, before putting new stock away.

Sending invoices to the Treasurer and ensuring payment has progressed, before filing.

Social Team - three positions

This is an opportunity for three people to work together on a variety of social and educational events for the Society. Hours required will vary as events occur (approximately 4 - 5 hours a month).

Events Secretary

Responsible for organising and running the Summer Show and Open Days at the Trading Post.

Furthering the educational remit of the Society by organising Talks and Demonstrations.

Social Secretary

Advancing the social aims of the Society by organising Visits and Trips to gardens of interest, events and shows.

Organising Suppers, Quizzes, etc, to further the friendliness of the Society

Publicity Secretary

Working with the General Secretary to write Press Releases and advertisements.

Compiling and collating articles for the monthly Newsletter (produced by the IT Manager).

Collating competition entries. Creating and distributing posters.

Trading Post Team - two positions

A Team of FOUR people is required to be **Duty Managers**, who are responsible for the overall management of the Trading Post. Two of these will be General Committee Members. They will work on a rota system, covering opening hours. An ability to communicate with the Members and Volunteers is essential. Supervision of volunteering tasks will be required. Responsibilities include Security, Health and Safety, Till operations, Café, Shop and Yard Management.

Training will be given in all aspects of running the Trading Post for which additional time will be required initially. 3 or 4 hours per shift will be expected thereafter.

Amendment to the Constitution

It has been brought to our notice that there is a conflict of interest in the Constitution. The Trustees are appointed to oversee the management of the Society by the General Committee, by ensuring that due diligence is observed in the duty of care of the Society's assets and property. Trustees have the right to question any decisions made by the General Committee - they may attend Meetings and will always receive Minutes. Under the present Constitution, the Trustees also have the right to participate and vote at Committee Meetings, giving them an influence over decisions. This compromises the independence of the Trustees as scrutineers.

It is therefore proposed that Clause 8.4 of the Constitution be amended

from

The Trustees may attend, participate in, and vote at Meetings of the Committee;

to

The Trustees may attend Meetings of the Committee, but not participate, nor vote.

Trustees cannot be elected to serve on the Committee.

This proposal will be put to the AGM for approval.