



Notice to Members of the third Annual General Meeting of Pétanque England,

**to be held on Saturday 18th April 2020 at 11.30 a.m.
at the Holiday Inn Reading South, 500 Basingstoke Road, Reading,
Berkshire, RG2 0SL**

The business of the meeting shall be:-

- **To receive a report from the directors**
- **To approve the adoption of the annual accounts**
- **To appoint the President**
- **To appoint or re-appoint directors**
- **To fix the membership fees for 2021**
- **To consider any resolutions proposed by the Board or Members**

To all voting and non-voting members of Pétanque England*

You are entitled to propose resolutions for consideration at the Annual General Meeting of the company and to nominate a person for election as the president or as a director.

*Voting members are all adult and junior members of the company who have paid the appropriate fee for 2020 and all Honorary Life Members of the company. Non-voting members are all recognised regions, registered clubs and affiliated leagues which have been admitted as members in accordance with the Pétanque England Rules.

Appointment of President

Martin Eggleton has indicated that he will retire as President at the conclusion of the AGM. The term of office of the President is for 3 years. Forms for the nomination of a candidate for election to the post of President can be downloaded from the website.

Brief Role Description of the President:-

- To undertake the general duties of a Board Member
- To chair and facilitate Board Meetings
- To set agendas for Board Meetings
- To plan the cycle of Board Meetings
- To give direction to Board policy making
- To monitor that decisions taken at meetings are implemented
- To chair general meetings of PE and assemblies
- To represent PE at functions and meetings and act as a spokesperson as appropriate
- To be a member ex officio of all sub committees
- To bring impartiality and objectivity to decision-making
- To facilitate change and address conflict within the Board and within PE

Appointment of Directors

In accordance with the articles of association **Alan Roden and David Mason** retire by rotation. In addition, **Annette Eggleton and Clive De Silva**, who were appointed as directors by the Board, also retire at the conclusion of the AGM

Annette Eggleton has indicated that she does not wish to stand for re-election.

Alan Roden, David Mason and Clive De Silva have been recommended by the Board for re-election by the members and have signified their consent to act if so elected.

There are 5 vacancies for the position of elected director and the term of office for each elected director will be for three years. Forms for the nomination of a director can be downloaded from the website.

If there are more than 5 nominations for director, the persons with the greatest majorities of votes cast will be appointed.

Brief Role Description of a director:-

- To ensure that the company complies with its articles of association and any relevant legislation or regulations
- To ensure that the company pursues its objects as defined in the articles of association
- To ensure that the company applies its resources exclusively in pursuance of its objects
- To contribute actively to the board's role in giving firm strategic direction to the company, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the company
- To ensure the effective and efficient administration of the company
- To ensure the financial stability of the company
- To protect and manage the property of the company and to ensure the proper investment of its funds

In addition to the above duties a director should use any specific skills, knowledge or experience he has, to help the Board reach sound decisions.

Submitting a Resolution

Resolutions must be in writing and in the case of individual voting members must include the name address and membership number of the member. In the case of non-voting members, it must include the name of the member and the capacity of the person signing on its behalf.

Nomination Forms and Resolutions can be submitted by post to the company secretary at 1 Highview, Vigo, Gravesend, Kent, DA13 0RR or by email as a .pdf or .jpg file to secretary@petanque-england.uk and must be received by **Friday 27th March 2020**. Please allow 3 working days from posting (by 1st class mail) to delivery at the stated address.

Right to Appoint a Proxy

All voting members are entitled to appoint another person as their proxy to exercise all or any of their rights to attend and to speak and vote at the Annual general Meeting. Voting members may appoint a proxy to vote and speak on their behalf as he thinks fit (a general proxy) or appoint a proxy with instructions to vote for or against specific resolutions (a special proxy)

This year members will be able to submit proxies electronically via the Loveadmin online membership system. Further instructions on how to submit proxies electronically will be issued in due course. You can also download a general or special proxy form from our website. Proxy forms will be available after **Sunday 29th March 2020**

Proxy forms must be submitted electronically, sent by post to the company secretary at 1 Highview, Vigo, Gravesend, Kent DA3 0RR or by email as a .pdf or .jpg file to secretary@petanque-england.uk to be received by 11.30 a.m. on Thursday 16th April 2020