

# WESSEX CAVE CLUB

UPPER PITTS, EASTWATER LANE, PRIDDY, SOMERSET, BA5 3AX

Telephone Wells (01749) 672310

President: Donald Thomson

The 2023 Annual General Meeting of the Wessex Cave Club will take place at 10:30am on Saturday 21<sup>th</sup> October at the Hunters' Lodge Inn, Priddy.

**Nominations of officers and motions for consideration at the meeting must be received by the Secretary no later than 10:30am Thursday 21<sup>st</sup> September.**

The club's committee is comprised of the officers listed overleaf and members may nominate club members for any of these posts. In the event of there only being one nomination for each post, that person will be elected unopposed at the AGM. In the event of there being two or more nominations, ballot papers shall be sent to members no less than two weeks before the AGM itself. Positions for which no nominations are received may be filled from the floor at the AGM.

The nominee must consent to the nomination and must be proposed and seconded by two club members in order for it to be valid. The nominee may submit an election statement with their nomination for inclusion in the handbook and possible ballot.

Please return your forms to:

Hon. Secretary, Wessex Cave Club, Frank Tully,

16 Bedminster Rd, Bedminster, Bristol, BS3 5PD

**To arrive no later than 10:30am Thursday 21<sup>st</sup> September.**

✂----- photocopy accepted -----

## FORM FOR NOMINATION OF OFFICERS OF THE WESSEX CAVE CLUB 2023/2024

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Name.....Post.....

Proposer.....Seconded.....

I consent to the nomination.....(signature of nominee)

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Name.....Post.....

Proposer.....Seconded.....

I consent to the nomination.....(signature of nominee)

# Duties of Officers

Hon. Chairman	Chair meetings; to effect overall Club policy (in conjunction with the Secretary).
Hon. Secretary	Effect Club policy (in conjunction with the Chairman); organisation of club committee meetings; records of meetings (minutes); liaison with other clubs and outside bodies.
Hon. Treasurer	Financial policy; management of the club's accounts and financial records.
Membership Secretary	Administration of the members' subscriptions and the mailing list.
Caving Secretary	Control of keys and permits to enable members to descend caves with restricted access. The organisation of caving meets.
Gear Curator	Maintenance and construction of the club's caving tackle.
Editor	Production of the club's journal, and assistance to other members wishing to publish other items through the club (Occasional Publications etc).
Headquarters Warden	Management of the day-to-day running of Upper Pitts.
Headquarters Admin. Officer	Long term maintenance of Upper Pitts.
IT Officer	Management of the IT services of the club and Upper Pitts
Sales Officer	Provision of sales items to members.
Ordinary Members	Two posts. No specific duties but to assist the Committee. An introduction to the workings of the Club and Committee.

Some additional posts are appointed by the Committee at the first committee meeting each year (Takes place after the AGM meeting). These can be held by any member, but they are not committee posts.

**If you are interested in any of these posts please inform the Chairman before the meeting.**

Hut Bookings Officer	Liaison between the Club and outside groups wishing to use Upper Pitts.
Annual Dinner Organiser	Responsible for booking and organising the Club's annual dinner.
Journal Distribution	Responsible for the packing and posting of the Club's Journal.
Librarian	To document all information on caves and anything cave-related. To upkeep the Library.
Webmaster	To maintain the Club's website and IT facilities.
2 <sup>nd</sup> Sat. Trip Coordinator	To schedule a monthly local caving event.
Training Officer	To arrange club training meets and training on all aspects of caving.
Youth Liaison Officer	To support and encourage younger members of the Club.
CSCC Rep.	The Club's representative to the CSCC.
CCC Ltd Rep.	The Club's representative to the Charterhouse Caving Company Ltd.
PDCMG Rep.	The Club's representative to the Pwll Du Cave Management Group.
First Aid Kit Warden	Looks after the Club's First aid kits.

✂----- photocopy accepted -----

## MOTION FOR CONSIDERATION AT THE 2023 AGM

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Proposer.....Seconders.....