

**Christchurch Tramping Club (INCORPORATED)
76th Annual General Meeting**

NOTICE IS HEREBY GIVEN THAT THE 76TH ANNUAL GENERAL MEETING OF THE CHRISTCHURCH TRAMPING CLUB (Incorporated) WILL BE HELD AT THE WATLING LOUNGE, CANTERBURY HORTICULTURAL CENTRE, SOUTH HAGLEY PARK, 57 RICCARTON AVENUE (ENTRANCE OPPOSITE THE HOSPITAL) ON:

**THURSDAY 17 APRIL 2008 AT 7.30PM
(WATLING LOUNGE WILL BE OPEN FROM 7PM)**

AGENDA

1. Confirmation of the minutes from the 75th Annual General Meeting.
2. Matters arising from the minutes.
3. Presentation of the Annual Report and Statement of Accounts for the year ended 31 January 2008.
4. Election of Committee for the ensuing year.

Committee

President

Senior Vice-President

Junior Vice-President

Secretary

Treasurer

Editor

Club Captain

Weekend Trip Organiser

Day Trip Organiser

Hut Convenor

Gear Custodian

Social Convenor

Club Patron

And a maximum of 6 other members

5. Election of Honorary Auditor.
6. Notified motions
7. General business

If you have any motions that you want raised, please contact the secretary (Lisa Glading) beforehand.

More about the AGM . . .

It has been suggested that some more information should be given about the various committee positions before the AGM and the appointment of the new committee.

These descriptions are derived from the 'Duties of Officers' section in Appendix A of the Club Rules & Regulations. Please see the Rules & Regulations for more detail.

President	Preside at general and committee meetings; be familiar with proceedings for meetings and apply them; foster the harmonious running of the club
Senior Vice-President	Deputise for the President, work with the President, Junior Vice President, Club Captain in day to day running of Club activities; welcome guests
Junior Vice-President	Deputise for the Senior VP, work with the President, Senior Vice President, Club Captain in day to day running of Club activities; welcome guests
Club Captain	Encourage the good conduct of Club members on all trips; facilitate the announcements and reports at weekly meetings; be responsible for carrying out the Club's rules and regulations regarding running of outdoor activities.
Secretary	Carry out the secretarial duties of the Club; general correspondence; clear the mailbox; agenda for meetings; do the minutes; collate/circulate annual report, filing documents with appropriate authorities.
Treasurer	Collect monies owing, make payments owed; keep account books; report receipts and payments to Committee; prepare and report on budget as required; prepare accounts for auditing, maintain member records.
Editor	Prepare and publish monthly newsletter plus other publications if required.
Trip Organisers	Be responsible for organising & publicising trip programmes, including finding leaders; prepare lists for Club Night.
Hut Convenor	Chair Hut Committee; maintain supplies for Club Hut; make recommendations to Committee re Hut; ensure various legal requirements are complied with for Hut.
Gear Custodian	Store Club gear and keep it in good order; make it available to members (including getting it back!); collect payments; keep lists, make recommendations for disposal/purchase.
Social Convenor	Organise social programme, speakers etc, ensure presentation equipment required is available for speakers.

The following duties are normally allocated between its members by the elected Committee: Deputy Club Captain, Access Officer (arranging permissions with landowners) , Trip Recorder (keep records of trips, collect trip numbers), Assistant Social Convenor (duties include organising supper for club nights), New Members Rep(s) (available at each club meeting, plus maintaining information on prospective members, sending them introductory information, newsletters etc, report new membership applications to Committee, notify applicants of Committee's decision), Training Officer, Conservation and DOC Liaison Officer (duties include submissions to DOC, attending DOC recreational user meetings and reporting back to the Committee), SAR Officer, FMC Liaison Officer.

Operating the Club requires people to fill these positions, and members interested in putting something back into the club by being on the committee are always welcome. Do note that most of these positions do require the holder to make a significant commitment of their time, in addition to being able to attend the monthly committee meetings. Being on the committee can be hard work, but it can also be rewarding if you want to get more involved in the running of your club.