

## London Wheelchair Rugby Club

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17<sup>th</sup> June 2009

To. **All club secretaries**  
cc. ***Executive Committee, Members***

### **Re. Notification of the Annual General Meeting 2009**

I hereby give notice of the 2009 Annual General Meeting of London Wheelchair Rugby Club which will be held at the Aspire National Training Centre, Wood Lane, Stanmore, Middlesex on Monday 20<sup>th</sup> July at 3.30pm. The AGM will be hosted in conjunction with the London Regional Training.

We intend to hold the meeting in function room of the Leisure Centre, and ask that all clubs are represented. Any players that are in attendance of regional training will be expected to attend the meeting Please pass this information to your club members!

#### **Agenda**

The Agenda for the meeting is attached. It will also be placed on the LWRC website under 'Policies'.

#### **Minutes of 2008 AGM**

The draft minutes of the last AGM are attached and will be placed on the LWRC website under 'Policies'.

#### **Reports**

Principal Executive Member's reports will be placed on the LWRC website in advance of the meeting for people to download. Any remaining reports will be distributed at the AGM.

#### **Elections**

The following positions are open for nominations. Job descriptions will be available for download from the website.

Chairman	-	Currently held by Steve Palmer
Vice-Chairman	-	<i>Currently held by Andrew Barrow</i>
Secretary	-	<i>Currently held by Neil Roffey</i>
Treasurer	-	Currently held by Janice Barrow
3 x Member at large	-	<i>Currently held by Justin Frishburg (Storm), Nathalie Mcgloin (Storm) vacant (Crusaders)</i>

Please submit nominations in writing with a statement of intent, 'proposer' and 'seconder' to Alan Caron at the LWRC Office. Nominations must be received by Friday 10<sup>th</sup> July, 2009 in writing. The nominee, 'proposer' and 'seconder' must all be current members of LWRC. A nomination form will be available on the website with the papers.

#### **Motions**

Motions may be made with a 'proposer' and 'seconder' by Friday 10<sup>th</sup> July, 2009. Once again the 'proposer' and 'seconder' must be current members of LWRC. Please note that motions should be of a constitutional nature.

Kind Regards,

Alan Caron  
Development Manager

# Annual General Meeting

of London Wheelchair Rugby Club

To be held on Monday 20<sup>th</sup> July 2009 at 3.30pm.

at the

Aspire National Training Centre, Wood Lane, Stanmore, Middlesex, HA7 4AP

## AGENDA

1. Chairman's opening address.
2. Apologies for absence.
3. Approval of the Minutes of the 2008 AGM.
4. Matters arising.
5. Election of Officers.
6. Correspondence received.
7. Chairman's Annual Report.
8. Treasurer's Report.
  - a. *General Account -year end 30<sup>th</sup> June, 2009*
  - b. *Stoke Mandeville Storm Account -year end 30<sup>th</sup> June, 2009*
  - c. *Audited Accounts -year end 30<sup>th</sup> June, 2008*
  - d. *Appointment of Auditors*
9. Secretary's Report.
10. Development Manager & LWRC Admin Report – Written Submission, verbal report.
11. Motions.
12. Any Other Relevant Business - Written submissions only.

## Close of Meeting

**LONDON WHEELCHAIR RUGBY CLUB**

**2009 ANNUAL GENERAL MEETING**

**NOMINATION FOR POSITION ON EXECUTIVE COMMITTEE**

Please accept the nomination of \_\_\_\_\_ for the following position \_\_\_\_\_  
on the LWRC Executive Committee for a 1 year period.

**Signature of Proposer** ..... **Date** .....

**Print Name** .....

**Signature of Seconder** ..... **Date** .....

**Print Name** .....

Proposer and Seconder must be current members of the LWRC

Acceptance of Nomination

I \_\_\_\_\_ accept the nomination for a position on the LWRC  
Executive Committee.

**Signed** ..... **Date** \_\_\_\_\_

Once completed send to – Alan Caron, Development Manager at the above address

**The information below is supplied in order to give an idea of the workload and expectations of each of the roles on the Executive that are open for election this year.**

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**LWRC Chairman & Vice Chairman**

**- Description of Role**

The chairman is required to:

- Substitute chair for meetings of the Executive Committee.
- Substitute chair for meetings of the Development Club's Sub-committee.
- Substitute chair for meetings of the Management and Finance Sub-committee.
- Be the main point of contact for formal representation of LWRC where appropriate.
- Represent LWRC at a GBWR level in the absence of the chairman.
- Be a politically aware representative of LWRC with external bodies.
- Weekly/Daily liaison with LWRC office.
- Work closely with and be supported by the Development Manager of LWRC.

As on any committee the position is also expected to represent the views of the members.

**Internal Meetings**

- 4-5 Executive Meetings (per year)
- 2-3 Development Club Sub-committee meetings (per year)
- 2-3 Management and Finance Sub-committee meetings (per year)
- 1-2 Attendance at International meetings and events (per year)
- 4-6 Attendance at Domestic events (per year)

**External Bodies**

- 5 Various

*In addition to these requirements the role is also expected to act as a trustee and a board member of London Wheelchair Rugby Club with all the legal obligations required. These requirements are attached.*

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## **Secretary - Description of Role**

The secretary is required to undertake:

- Regular Bookings for London Regional Training and support development club secretaries
- To work with the LWRC Admin officer on bookings at national and international competitions.
- Promotion the sport to all
- To be main contact or point of call for all interested parties of the community
- Regular liaison with LWRC office.

The Secretary is also expected to attend the following meetings. As on any committee the position is also expected to represent the views of the members.

### **Internal Meetings**

- 4-5 Executive Meetings (per year)
- 2-3 Development Club Sub-committee meetings (per year)
- 4-6 Attendance at Domestic events (per year)

### **External Bodies**

- 4 GBWR meetings (per year)

*In addition to these requirements the role is also expected to act as a trustee and a board member London Wheelchair Rugby Club with all the legal obligations required. These requirements are attached.*

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## **Treasurer - Description of Role**

The treasurer is required to undertake:

- The bookkeeping of the LWRC accounts
- Pay invoices, expenses.
- Record and pay in income to the LWRC accounts
- Advise on financial procedures
- Act as a key signatory on the sportmatch, general & savings accounts and development club accounts
- Regular liaison with LWRC office.
- Monitoring of budgets and reporting to LWRC Executive at meetings.

The Treasurer is also expected to attend the following meetings. As on any committee the position is also expected to represent the views of the members.

### **Internal Meetings**

- 4-5 Executive Meetings (per year)
- 2-3 Development Club Sub-committee meetings (per year)
- 4-6 Attendance at Domestic events (per year)

*In addition to these requirements the role is also expected to act as a trustee and a board member London Wheelchair Rugby Club with all the legal obligations required. These requirements are attached.*

**Member at Large - Description of Role**

These positions are 'without portfolio' and LWRC ask that the members bring talents in both governance and areas of expertise in areas such as development. As on any committee the position is also expected to represent the views of the members.

4-5 Executive Meetings (per year)

2-3 Sub-committee meetings if appointed – various remits

Attendance at International meetings and events (per year)

Attendance at Domestic events (per year)

*In addition to these requirements the role is also expected to act as a trustee and a board member of the London Wheelchair Rugby Club with all the legal obligations required. These requirements are attached.*

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## **Trustees – Model Job Description**

### **Key responsibilities:**

With other trustees to hold the charity “in trust” for current and future beneficiaries by:

1. ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these;
2. being responsible for the performance of the charity and for its “corporate” behaviour;
3. ensuring that the charity complies with all legal and regulatory requirements;
4. acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
5. ensuring that the charity’s governance is of the highest possible standard.

### **Duties and tasks to fulfill these key responsibilities:**

1. Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.

To work in partnership with other trustees, the Development Manager and other senior staff to ensure that:

1.1 the charity has a clear vision, mission and strategic plan that have been agreed by the board, and that there is a common understanding of these by trustees and staff.

1.2 the business, operational and other plans support the vision, mission and strategic priorities.

1.3 the chief executive’s annual and longer term objectives and targets support the achievement of the vision, mission and strategic priorities.

1.4 board policies support the vision, mission and strategic priorities.

1.5 there are effective mechanisms

to listen to the views of current and future beneficiaries;

to review the external environment for changes that might affect the charity;

to re-assess the need for the charity and for the services it provides, or could provide and

to review regularly its strategic plans and priorities.

2. Being responsible, with the other trustees, for the performance of the charity and for its “corporate” behaviour.

2.1 To agree the method for measuring objectively the progress of the charity in relation to its vision, mission, strategic objectives/priorities, business plans and annual targets, and to receive regularly reports on the performance of the charity.

2.2 To ensure that the fundamental values and guiding principals of the charity are articulated and reflected throughout the charity.

2.3 To ensure that the views of beneficiaries on the performance of the charity are regularly gathered and considered by the board.

2.4 To appoint the Development Manager, to set his/her terms and conditions and to ensure that the Development Manager and the charity invest in the Development Manager’s ongoing professional development.

2.5 To receive regular reports from the development manager on progress towards agreed strategic priorities.

2.6 To hold the development manager to account for the management and administration of the charity.

2.7 To ensure that the development manager receives regular, constructive feedback on his/her performance in managing the charity and in meeting his/her annual and longer term targets and objectives.

2.8 To ensure that the development manager develops a learning organization and that all staff, both paid and unpaid, review their own performance and regularly receive feed back.

2.9 To articulate the values of the charity.

2.10 To agree board policies.

2.11 To ensure that there are mechanisms for beneficiaries, employees, volunteers, other individuals, groups or organizations to bring to the attention of the trustees any activity that threatens the probity of the charity.

3. Ensuring that the charity complies with all legal and regulatory requirements.

3.1 To be aware of, and to ensure the charity complies with, all legal, regulatory and statutory requirements.

3.2 To maintain familiarity with the rules and constitution that govern the charity, to ensure that the charity complies with its governing instruments and to review the constitution regularly.

3.3 If the charity has powers to delegate, to agree the levels of delegated authority, to ensure that these are recorded in writing by means of minutes, terms of reference for board committees and sub-committees, job descriptions for honorary officers, trustees and key staff, etc., and to ensure that there are clear reporting procedures which are also recorded in writing and complied with.

3.4 To ensure that the responsibilities delegated to the chief executive are clearly expressed and understood, and directions given to him/her come from the board as a whole.

4. Being guardians of all the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.

4.1 To ensure that the charity has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and to ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the board.

4.2 To ensure that the major risks to which the charity is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks.

4.3 To ensure that the income and property of the charity is applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.

4.4 To act reasonably, prudently and collectively in all matters relating to the charity and always to act in the interests of the charity.

4.5 To be accountable for the solvency and continuing effectiveness of the charity and the preservation of its endowments.

4.6 To exercise effective control of the charity's financial affairs and to ensure that the way in which the charity is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience.

4.7 To ensure that intangible assets such as organizational knowledge and expertise, intellectual property, the charity's good name and reputation etc are properly valued, utilized and safeguarded.

4.8 If the charity owns land, to know on a continuing basis what condition it is in, if its boundaries are being encroached upon, what can be done with it and how it is or should be used. In particular, to ensure that any property which is a permanent endowment is preserved and invested in such a way as to produce a good income while at the same time safeguarding the real value of the capital.

4.9 To ensure that all income due to the charity is received and all tax benefits are obtained and all rating relief due is claimed.

### **Ensuring that the charity's governance is of the highest possible standard.**

5.1 To ensure that the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and that enables the trustees to fulfil their responsibilities.

5.2 To reflect annually on the board's performance and your own performance as a trustee.

5.3 To ensure that the trustee board has the skills required to govern the charity well, and has access to relevant external professional advice and expertise.

5.4 To ensure there is a systematic, open and fair procedure for the recruitment or co-option of trustees.

- 5.5 To ensure that there are succession plans for the chair and the development manager.
- 5.6 To participate in individual and collective development and training of trustees.
- 5.7 To abide by the code of conduct for trustees.
- 5.8 To ensure that major decisions and board policies are made by the trustees acting collectively.

## **CHARITIES: TRUSTEES' RESPONSIBILITIES**

It is often considered an honour to act as a trustee for a charity and an opportunity to give something back to the community. However, becoming a trustee involves a certain commitment and level of responsibility which should not be underestimated.

Whether you are already a trustee for a charity, be it a local project or a household name, or are thinking of becoming involved, there are a number of responsibilities that being a trustee places upon you.

We outline the main responsibilities below, with a particular emphasis on accounting and audit requirements.

## **BACKGROUND**

The charities sector is generally overseen by the Charity Commission. The Commission is a government department that requires the registration of most charities.

The Commission plays an important role in the charity sector and is in place to give the public confidence in the integrity of charities.

A key part of the Commission's work is to provide advice to trustees. This is primarily achieved through the publication of guidance notes (CCs). These are available from either the Commission's website ([www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)) or by telephone or written request.

## **TYPES OF CHARITY**

Charities can be created in a number of ways but are usually either: incorporated under the Companies Act 1985 (limited company charities) or created by a declaration of trust (unincorporated charities).

All charities are affected by the Charities Acts 1992 and 1993.

The type of the charity will determine the full extent of a trustee's responsibilities.

## **WHO IS A TRUSTEE?**

The Charities Act defines trustees as 'persons having the general control and management of the administration of a charity'. This definition would typically include:

for unincorporated charities, members of the executive or management committee

for limited company charities, the directors or members of the management committee.

## **TRUSTEE RESTRICTIONS AND LIABILITIES**

In addition to the responsibilities of being a trustee, there are also a number of restrictions which may apply. These are aimed at preventing a conflict of interest arising between a trustee's personal interests and their duties as a trustee. These provide that generally:

trustees cannot be paid for their work, although reasonable out of pocket expenses may be reimbursed

trustees cannot benefit personally from the charity

trustees cannot be employees of the charity.

Where trustees do not act prudently, lawfully or in accordance with their governing document they may find themselves personally responsible for any loss they cause the charity.

## **TRUSTEES' RESPONSIBILITIES**

Trustees have full responsibility for the charity and are:

required to act prudently at all times in the best interests of the charity and its beneficiaries personally accountable for the proper management of the charity and its assets.

The Charity Commission leaflet CC3 contains a long list of trustees' responsibilities, which essentially cover:

- managing finance
- applying income
- land and buildings

- investing funds
- employing staff
- fund raising.

### **Accounting requirements**

In addition to these responsibilities, there are particular requirements for most charities to: keep full and accurate accounting records. (and funds requirements are of particular importance here) prepare charity accounts and an annual report

to ensure an audit or independent examination is carried out

to submit an annual return, annual report and accounts to the Charity Commission (and, for limited company charities, to Companies House).

The extent to which these requirements have to be met generally depends upon the type of charity and how much income and/or total expenditure is received or generated.

### **Funds requirements**

An important aspect of accounting for charities is the understanding of the different 'funds' that a charity can have. The effective management and control of fundraising is an important trustee responsibility.

Essentially funds represent the income of the charity and there may be restrictions on how certain types of funds raised can be used. For example, a donation may be received only on the understanding that it is to be used for a specified purpose. It is then the trustees' responsibility to ensure that such 'restricted' funds are used only as intended.

### **The annual report**

The annual report is often a fairly comprehensive document, as legislation sets out the minimum amount of information that has to be included. The report generally includes:

a trustees' report (which can double as a directors' report for incorporated charities)

a statement of financial activities for the year

an income and expenditure account for the year (for some incorporated charities)

a balance sheet

a cash flow statement

notes to the accounts (including accounting policies).

### **Audit requirements**

Whether or not a charity requires an audit will depend mainly upon how much income (and/or total expenditure) is received or generated. The income and expenditure limits vary according to the type of charity as follows:

all charities where income exceeds £250,000 require an audit

unincorporated charities where income is between £10,000 and £250,000 require an independent examination

incorporated charities where income is between £90,000 and £250,000 require an audit exemption report.

Certain limits are set to change once the new Charities Bill is implemented.

### **Reporting requirements**

There is a widespread framework in place that determines how a charity's accounts should be prepared.

Unincorporated charities with income below £100,000 may prepare receipts and payments accounts. All other charities must prepare accounts that show a 'true and fair' view. To achieve this the accounts generally need to follow the requirements of the Charities Statement of Recommended Practice (SORP).