

CIVIL SERVICE ATHLETIC ASSOCIATION ANNUAL GENERAL MEETING

The Annual General Meeting of the Civil Service Athletic Association will take place, via Zoom, on **Thursday 30th January 2025 at 19.30**

The CSAA's AGM is open to all members of the Civil Service Sports Council. Any Departmental or Fringe Body Sports Association affiliated to the CSSC, or any individual member of the CSSC, may submit motions, including proposals for changes in the rules, for consideration by the AGM. All such motions should be submitted, in writing, via email, to the Secretary (address below) by 16th January 2025.

AGENDA

- 1 Minutes of the AGM held on 14th February 2024
- 2 Matters Arising
- 3 Hon. Secretary's Report for 2024
- 4 Treasurer's Report for 2024
- 5 Elections:
 - 5.1 Confirmation of the President and Vice Presidents
 - 5.2 Officers
 - 5.3 Race Organisers and Co-Organisers – See Descriptions Under Table 1
 - 5.4 Other Committee Members
 - 5.5 Auditor
- 6 2025 Fixtures
- 7 AOB

This year's AGM will be held On-Line, in line with CSSC Policy, and all CSSC members are invited to attend. The Meeting will start at 19.30 and should be completed by 21.00. The Secretary's Report, under Item 3, provides the opportunity to discuss the success (or otherwise!) of the year's activities, including any lessons and/or thoughts for the future.

IMPORTANT - PLEASE ADVISE THE SECRETARY AT LEAST 7 DAYS IN ADVANCE OF THE AGM IF YOU PLAN TO ATTEND.

Attendance and voting (Constitution Rule 11): "Each Departmental or Fringe Body Sports Association and Area Association affiliated to the Civil Service Sports Council shall be entitled to send one representative to General Meetings, with power to vote. The President, Past President, Life Vice-Presidents, retiring officers of the Association and members of the retiring General Committee shall be entitled to attend General Meetings, and shall be entitled to one vote. Individual members of the Civil Service Sports Council, except as provided for above, shall be entitled to attend General Meetings, but without power to vote."

NB: The CSAA is always keen to bring 'new blood' onto committee. If you are at all interested in influencing the direction of the CSAA's activities and/or would just like to help in organising and running our events, come along to the AGM to find out more (or give me a call in the meantime).

Nick Hume

CSAA General Secretary, 3 Thornfield Avenue, Thornton Cleveleys, Lancs FY5 5BH

e-mail Nick.hume229@gmail.com

Tel: 07792 952692 (M)

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Table 1

Brief Job Descriptions

Role	Description
Chair	To Chair Committee Meetings To act as an escalation point as required To set the future direction for CSAA in conjunction with CSAA Officers & CSSC
Secretary	To arrange and Minute Committee Meetings To keep the Committee informed of any relevant developments To arrange event promotion with Departments and distribution of information To act as a focal point for CSAA
Treasurer	To maintain a record of Income & Expenditure, event by event To draw up yearly Accounts To arrange a check of Accounts by an independent and qualified person To pay any fees & Committee expenses promptly In conjunction with CSAA Officers provide the yearly Budget Bid when requested by CSAA
Race Organisers:	A more detailed Job Description is available upon Request
10k	To be responsible for arranging the annual 10k Championship in liaison with CSSC and 5k supporting Run regarding Advertising, Entries and arranging marshalls and officials for the day itself.
Track & Field	To be responsible for arranging the annual Track & Field Championship with includes Seniors and Masters. Liaising with the Police/RAF if a combined event is being held and obtaining sufficient Graded Officials to hold a successful meeting
Race Walk	To be responsible for arranging the annual Race Walk Championship and Ryan Cup in conjunction with the Police and ensuring marshalls are recruited
Cross Country	To be responsible for arranging the annual Cross Country Championships and liaising with CSSC regarding Advertising, Entries and arranging marshalls and officials for the day itself.
Road Relay	To be responsible for arranging the Road Relay Championships – if held
Half Marathon	To be responsible for finding a suitable event to allow CSAA to hold its Championship and to ensure that results can be provided for CSAA on the day to enable medal presentation
Other Roles:	
Team Managers: Men & Women	To select the Teams for the Representative Cross Country Match against the RAF.
Organiser Back-Up	To learn how to organise the above Events and be ready to step up when required