

BCCMA 2017 AGM Nomination Form

BCCMA Executive	Note: ** Officers or Executive Members who have expressed a wish to Stand Down from their post this year.	Note: Please enter the name of the Candidate you wish to nominate against the role you wish that candidate to fill.	Note: Nominations must only be made by current BCCMA members only.	Note: The person Seconding the nomination must also be a current BCCMA member.
Executive Roles 'Officers'	Incumbent Officer	Nominee	Nominator	Second
Chairman	Tony Swanson			
Vice Chairman /Competitions & Events Co-ordinator	**Pete Warr (vacant)	Stewart Beckett	Chris Ellerker	Bob Weatherall
Treasurer	Des Harman			
Secretary	Bob Weatherall			
Executive Members	Incumbent Member			
Coach Education Officer	Chris Ellerker			
Child Protection Officer	Rob Simpson			
Head of Taolu	Vacant			
Executive Member	Mr They			
Media & Sponsorship	Iain Armstrong			
Head of Sanda	Vacant			
Executive Member	Vacant			

Notes: Please note that all nominations must have a nominator and second; the nominator and second must be current members of the BCCMA.
Please read Job Descriptions carefully before committing your nomination.
Nominees will be expected to attend the AGM and will have an opportunity to present their manifesto. However written manifestoes, of no more than 100 words, must accompany this nomination form and be returned to the Secretary by the required cut-off date.
Any form received that is not filled out correctly or is not accompanied by a written manifesto or is not received by the advertised cut-off date, will be treated as null and void; in this case, any votes cast or nominations made will be disregarded.
Application to be sent to BCCMA, 110 Frensham Drive, Nuneaton. CV10 9QL. Cutoff date 17th April 2017

Association Name _____ Date _____

Head of Association /Chief Instructor _____ Signature _____
(PRINT NAME)

Job Descriptions

Management Committee

Chairman

The job of the Chairman is to set the direction, the aims and priorities for the ***Council*** and to produce and manage a four-year action plan. Lead the Management Team and managing the day to day running of the BCCMA. The Chairman is ultimately responsible for the budget of the ***Council*** and ensures robust protocols are in place to safeguard what is in effect Members Money, to ensure that money is well spent and expenditure is justified. The Chairman is responsible for interfacing with other professional and government bodies, promoting Chinese Martial Arts setting appropriate action where changes in legislation impacts on the governance of our sport. To ensure that the governance of the ***Council*** is carried out in accordance to the BCCMA's Constitution and Standing Orders. Organise and manage executive meetings and AGM/EGM. Write and distribute the agenda for each meeting.

Vice Chairman / Competition Coordinator

The job of the Vice Chair is to help and support the chairman, step in to chair meetings when the chairman is not available. The Vice Chairman will also be responsible for overseeing and organising the home competitions. Booking the venues and first aid team, organising judges and staff for the day.

Secretary

The job of the Secretary is to answers all general enquires from the public, members and government bodies. Take, publish and archive all minutes of meetings. To maintain and update the Constitution and Standing Orders after each AGM.

Treasure

The job of the treasurer is to take care of the finances, prepare and present accounts for AGM each year. Oversee all membership licenses through the online system and sent in through the post. Receive and pay all invoices. Work with the webmaster for the ongoing improvements and upgrades.

All members of the management committee must be available for at least four management, four executive meetings a year and attend the AGM.

Executive Members

Child Protection Officer

Ensure that his or her knowledge is up to date and current and to disseminate to the members any changes to legislation that impacts the teaching of Chinese Martial Arts in this country. Write and put in place a child protection documents for the BCCMA. Be the “dedicated person” with a dedicated phone number so that anybody can contact the officer with regards to child protection. Maintain records of all incidents reported and keep the Executive informed of current cases and outcomes.

Media and Sponsorship Officer

To organise any advertising and sponsorship for the BCCMA. Work with the Web Master making sure that all information on are web site is up to date, advertising all competition and events. Publish on both the BCCMA’s Facebook and Twitter accounts, collecting news articles for the web site and developing new areas for the BCCMA to get information out to members and new members.

Coaching Officer

To research publications to ensure all course material is up to date and reflects best working practice, to produce all presentation material and carry out a yearly review for the level 1, level 2, and level 3 modules. Establish the annual budget for the BCCMA’s coaching programme. Maintain the BCCMA’s WEB database of course attendees and issue coaching certificates for all courses. Manage the WEB pages advertising of all the coaching courses for the year. Primarily responsible for delivering the Level 1 and Level 3 coaching courses and for establishing a National coverage of presenters.

Head of Taolu

To promote Taolu within the BCCMA, help at the Taolu events in competitions, make sure judges are trained and available to judge when required. Pick the athletes that will be in the international BCCMA team.

Head of Sanda

To promote Sanda within the BCCMA, help at the Sanda events in competitions, make sure judges are trained and available to judge when required. Pick the athletes that will be in the international BCCMA team.

Executive Member

There are two executive member spaces that will have no set job description, duties will be given dependent upon interests and abilities. Also to shadow the named member of the executive with the intention of taking a position after gaining experience.

All members of the management committee must be available for at least four executive meetings a year and attend the AGM.