



# BRITISH DRAGON BOAT RACING ASSOCIATION

Founder Member of the International Dragon Boat Federation & European Dragon Boat Federation

**Patron: Sebastian Coe**

www.dragonboat.org.uk

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## Nominations to the BDA Executive Committee.

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### Summary

In 2020 the BDA Executive Committee will see nominations open for:

1. Four member positions
2. The Treasurer position
3. The Chairman position
4. There is also a vacancy for the General Secretary role, which is a role appointed by the BDA Executive Committee.

### Expectations of all BDA Executive Committee Members

The BDA Executive Committee is made up of elected members, appointed members and co-opted members. The current executive committee make up can be found here:

<https://www.dragonboat.org.uk/the-bda/executive-committee/>

The operating rhythm of the BDA Executive Committee involves meetings once per month using video Conference software (Zoom) and a face-to-face meeting once a quarter (location can be anywhere, but have tended to be near Warwick in a central location). There are ad-hoc meetings during the year should the need arise. It is expected you should attend all meetings.

BDA Executive Committee members are also expected to attend the AGM, typically held in either March or April, and the BDA Congress held in October.

Each BDA Executive member will be involved in one or more pillar of the BDA Vision & Strategy, and in-between meetings there will likely be actions that will need to be completed against that. The Vision & Strategy is available on the website. The Treasurer or General Secretary generally doesn't need to be aligned with a pillar due to other responsibilities, but can be (more information on General Secretary and Treasurer below).

<https://www.dragonboat.org.uk/the-bda/vision-strategy/>

### Specific Roles for 2020:

#### *General Secretary:*

The General Secretary (not to be confused with the Company Secretary) is the person who keeps the BDA Executive running. Responsibilities include:

1. Main Point of Contact into the BDA Exec
2. Deals with Insurance Representative
3. Takes and publishes the BDA Executive Meeting Minutes
4. Confirms the dates and organises the BDA Exec meetings, Congress and AGM

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President: Mike McKeddie-Haslam

Temporary Secretary: Neil Pickles – 129 Greythorn Drive, West Bridgford, Nottingham NG2 7GA

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Registered Office: 13 The Prebend, Northend, Southam, Warwickshire. CV47 2TR Reg No: 2697195

*Treasurer:*

The Treasurer is responsible for the various BDA and GB Bank Accounts and ensures the smooth operation of business.

For 2020 we are moving to a new online accountancy software (XERO) with a dedicated accountant which means a significant amount of the day to day transaction checking and payments work should reduce.

Main Responsibilities will include

1. Main Point of Contact with Accountants
2. Running reports on Xero to ensure the BDA Exec has transparency
3. Approving payments through the bank account
4. Dealing with payment and invoicing enquires

**Process for nomination to the BDA Executive Committee.**

If you wish to be nominated to the BDA Executive Committee as either the Treasurer or an Executive committee member you will need to be seconded by two current BDA members (a BDA Member is anyone who is or has got a BDA member number in the past 15 months).

The General Secretary role is appointed by the Executive so you do not need to follow the below process, but if you wish to fulfil the role please make yourself known to the current BDA Secretary [secretary@thebda.org.uk](mailto:secretary@thebda.org.uk) who can inform the executive.

Steps to Take:

1. Read and fill out the form accompanying this note entitled “Nomination to Executive” and in the top box either write “Treasurer” or “Member”. Make sure the entire form is filled out.
2. Ensure your two secondees have signed and filled in the information under the box “formal nomination”
3. Each nomination should also include a supporting resume on why they feel they should be nominated to the committee. This resume will be made public to all current BDA Members to help them with their vote
4. Scan the fully signed form, attach the form and the supporting resume and email it to [secretary@thebda.org.uk](mailto:secretary@thebda.org.uk). **If you can't scan** and send via email, email the secretary and ask for instructions. You may need to send by post, although this is not preferred.
5. The Secretary will confirm the nomination and three weeks before the AGM will publish the members who have been nominated along with their supporting resume. At this point the online voting system will be open to all current BDA Members
6. At the AGM on the 4<sup>th</sup> April votes taken from the online voting system and votes submitted in person at the AGM will be counted and the nominees with the most votes will be appointed to the committee. It is expected you will attend the AGM to be presented to members if you are appointed. A short BDA Executive Committee meeting will be held after the AGM

Any questions on the nomination process, the AGM or the expectations of the Committee and the specialist roles please address to [secretary@thebda.org.uk](mailto:secretary@thebda.org.uk)