

Hughenden Valley Residents Association Annual General Meeting 2020

The Annual General Meeting (AGM) for 2020 will be held as soon as is practicable under Covid-19 lockdown regulations.

At the AGM, the Officers (Chair, Vice Chair, Treasurer and Secretary) of the HVRA will be elected or re-elected. Nomination papers are available from the Secretary (secretary@hughendenresidents.org) The Officers have a duty of regular attendance & to maintain the constitution of the Association.

The Executive Committee of the HVRA consists of the Officers and the Road Representatives (Road Reps). It meets on the first Tuesday of each month apart from January & July when there is no meeting.

The Chair

The position of Chair has been held jointly by Angus & Janet Idle for the past six years and they have now decided to step down for a well-earned rest. Consequently, we are looking for a new Chair or joint Chairs who can inspire us with good leadership qualities and can drive forward the aims and objects of the HVRA as set out in the Constitution by:

- ☐ Chairing our regular meetings as well as the AGM
- ☐ Setting the Agenda (in conjunction with the other Officers) and approving the Draft Minutes
- ☐ Liaising with the Secretary, Treasurer and any other Sub-Committees of the Association to ensure that papers for the meeting are ready in time
- ☐ Ensure the meeting is conducted in an orderly and courteous manner and those wishing to speak are permitted a reasonable hearing.
- ☐ Keeping Road Reps well-informed and taking forward their concerns
- ☐ Managing any items put to a vote and having a casting vote in case of a tie
- ☐ Representing the Association at other Groups or Committees where the HVRA decides that it needs a voice. This function is not exclusive to the Chair as other members may be nominated by the Committee, but the Chair may act without recourse to the Committee.

The Chair is not only in position at meetings to run/manage/co-ordinate progress, but has to inform the Committee of incoming vital information from Councils, Police alerts, etc. This is a responsibility shared with the Road Reps. All members of the HVRA may present a report to the monthly meetings either directly or via the Chair. The Chair's responsibility is to listen, advise, be constructive when asking for votes etc., beyond being a member of the Committee.

The Honorary Secretary

Maintains the papers of the HVRA, which consist largely of the Agenda & Minutes of committee routine meetings.

For the AGM it is the responsibility of the Secretary to accept and announce nominations/proposals for the Officers.

The Honorary Treasurer

The Honorary Treasurer shall handle the day to day finances of the Association including making payments by on-line banking & providing monthly updates to the Committee.

The Vice-Chair

The Vice Chairman is not just a stand-in for the Chairman, but can assist in the effectiveness of the meetings by leading on specific agenda items as nominated by the Chair.

Nomination papers are available from the Secretary (secretary@hughendenresidents.org), also on the HVRA web page (<https://hughendenresidents.org/>) & in the Hughenden News.