

*(Copy of e-mail sent to Club Secretaries and Chairs, cc'd to Club Reps – Friday 19<sup>th</sup> April)*

### **Nominations for Positions on the Board**

Further to a meeting of the Board last week, I am writing to confirm the timelines and process re nominations for positions on the Board of Directors. The process is defined and determined by the Memorandum and Articles of Association of the Company (available on the website) and the Company Secretary is available to answer any queries members may have about the process.

The nomination and election process will open next week, Monday 22<sup>nd</sup> April and close on Friday 10<sup>th</sup> May at 5pm. The process will be electronic with email as the method of communication. Voting will also be conducted electronically.

All positions are due for appointment with the exception of Director of Rugby. The position of Director of Rugby is not up for re-election as that 3 year term does not finish until end of June 2025

### **Positions for nomination and subsequent election:**

Chair

Hon Secretary

Dir of Finance

Dir of Governance and Compliance

Dir of Marketing, Comms and Sponsorship

### **Timeline**

1. Friday 19<sup>th</sup> April – mail out to Club Secretaries and Chairs to confirm which roles are available and to confirm timelines.
2. Week commencing 22<sup>nd</sup> April - job descriptions and nomination form will be circulated to Club Secretaries and Chairs and uploaded to the County Website for viewing.
3. Week commencing Monday 29<sup>th</sup> April - the Hon Secretary will confirm the voting procedures and voting eligibility for the 27<sup>th</sup> June.
4. Week commencing Monday 20<sup>th</sup> May - the CVs and manifestos of those who have been nominated will be circulated to Club Secretaries and Chairs and uploaded to the County Website for viewing.
5. The AGM will take place on Thursday 27<sup>th</sup> June at a venue to be confirmed.

Anyone wishing to stand must qualify to do so under the Articles of Association and also be proposed and seconded on a nomination form. Candidates may be nominated by members of the County be that an individual or a Club. Clubs will have their own processes for deciding on nominations and subsequent voting.

Those nominated will then be invited to send to the Hon Secretary their CVs and Manifestos so that a pack may be sent out w/c 20<sup>th</sup> May.

All existing board members are available for conversations about the nature of the roles and workload. They can be contacted via email or phone via the County Office.

The Presidential team have been asked to look at nominations for new Junior Vice President and they are controlling that process.

If you have any queries, please do not hesitate to get in touch.

Kind regards

Claire