

All Severnside Ramblers' Group Members

10 September 2015

Dear Member

**GROUP ANNUAL GENERAL MEETING (AGM) - 15 NOVEMBER 2015**

You are invited to attend the Severnside AGM to be held on Sunday 15 November 2015 at the Mafeking Hall, Redwick Road, Pilning, BS35 4LQ. Prior to the meeting there will be a light buffet lunch. Starting at 1pm there will be a talk by Darren Fields, a representative from Ramblers Worldwide Holidays. The talk will be followed by the AGM which should finish no later than 4pm.

There will be a short walk in the Pilning area starting at 10am from Mafeking Hall. There is roadside parking nearby.

Should you have any items for the agenda please let me have them before Wednesday 4 November at the latest either by post to 80 St David's Road, Thornbury, Bristol BS35 2JL or by email to [info@severnside-ramblers.org.uk](mailto:info@severnside-ramblers.org.uk) Please head your email: **Severnside AGM Agenda Item.**

In accordance with the Constitution all members of the Committee will be standing down. A summary of the positions is printed on the reverse of this letter – please take the time to read it. If you wish to put your name forward as a prospective Honorary Officer or as a general Committee Member, please complete the reply slip below and return it to me by Wednesday 4 November. Please indicate the post for which you will be seeking election.

Yours sincerely



Chris Everett  
Severnside Group Secretary

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**PLEASE USE BLOCK CAPITALS**

I wish to be considered for the following position on the Severnside Group Committee:

**Option 1** ..... **OR Option 2** .....

**First Name:** ..... **Surname:** .....

**Address:** .....

**Tel. No:** .....

**Signature:** ..... **Date:** .....

## Managing Severnside Ramblers

For 18 years Severnside has been a successful Group of the Ramblers and that success is due to its members, particularly those who lead walks, arrange social events or take on a role in the management committee. This latter task may not be attractive to many members but without the management committee the walks programme would not be put together, printed, paid for and circulated; social events would not be arranged and advertised.

To state the obvious – there would be no programme.

So please will you consider helping with the running of Severnside Ramblers? Speak to one of the Committee members and find out what they do for the Group. It isn't as onerous as you may think ..... It is actually fun, sociable, you find out what is going on and you are able to help shape the future of the Group.

### What it involves

The Group is managed by a committee of volunteers elected into post by Severnside members each year at our AGM. This team of "management" volunteers take overall responsibility for all the processes involved in running our successful Group. The committee meets three times a year and when appropriate works with the other volunteers who support Avon Area through projects such as footpath maintenance.

### The committee roles

The **Chairman** facilitates the committee meetings, ensuring they run smoothly, are democratic and productive and also plays a key role in decision-making. The Chairman works very closely with the Secretary.

The **Secretary** acts as the central point of contact for our Group with Ramblers central office and Avon Area. He/she keeps the Group Committee running effectively through good administration arranging Group meetings and the AGM as required by the constitution; maintaining up-to-date records of Group Office Holders.

The **Treasurer** is charged with "holding the purse strings": recording income and expenditure and administering the Group bank account; arranging for the payment of bills and processing volunteer expenses; once a year putting together the budget with the help of the Committee, liaising with the Area Treasurer as necessary.

The **Membership Secretary** acts as a point of contact for new members, welcoming them and providing information on our Group activities. The Membership Secretary also analyses the membership figures; arranges distribution of the programme to members; and may play an active part in recruiting new members. This role is currently undertaken by our Secretary but the roles could be split.

The **Walks Programme Co-ordinator** compiles the programme of Led Walks on behalf of the Group liaising with Walk Leaders to provide a full and varied programme. The post holder encourages members to become Walk Leaders and maintains a contact list of Walk Leaders; ensures that walks are entered onto the Ramblers Walksfinder so that potential members have a full range of walks to choose from; liaises with the Group Membership Secretary to ensure the programme is distributed to Group members.

The **Footpath Secretary** contributes by working to protect and improve the local rights of way network in our Group's area by reporting footpath problems to the local authority and monitoring progress and any action taken. He/she may be involved in looking for opportunities to extend the footpath network; commenting on proposals to close, divert and create paths, or commenting on local authority plans and strategies such as Rights of Way Improvement Plans. Organising footpath surveys and liaising with Group Publicity Officer to publicise the results. Occasional training workshops are run by Ramblers.

The **Publicity Officer** enables the Ramblers to grow by attracting new members and supporters to our Group by promoting the Group and its activities to non-members in and around our patch. This is done by producing publicity material (e.g. posters, leaflets, displays) and arranging for their distribution in suitable local locations; keeping the local media informed about our Group's activities through articles, regular features or advertisements; organising publicity stands at local fairs or public places.

The **Social Secretary** encourages members to run social events such as quiz nights, skittles or weekends away, and organises the Christmas meal.

The **Website Editor** looks after and maintains/improves our website. The website is one of the ways we communicate with our members and it is therefore vital that it is kept up to date and provides walking information for Group Members and the wider public. The aim is to inform people of the concerns facing walkers locally and the valuable work of the Group to address them. The website is a platform to publicise Severnside walk's programme.

A **Committee Member** may not have a specific role but will bring expertise and a view from the ranks of our Group. Being a Committee Member provides an opportunity to see how our Group is managed and it can be a stepping stone to taking on a specific role at a later date. A willingness to assist is also appreciated. There are two 'general' Committee Member posts.

### Further Information

Contact a Committee Member or visit our website at <http://www.severnside-ramblers.org.uk> or Ramblers website at <http://www.ramblers.org.uk/volunteer>