

Fencing New Zealand Annual General Meeting – 13th March 2022

Notice is hereby given that the Annual General Meeting for Fencing NZ will take place at 7pm on Sunday 13th March 2022 via video conference.

Elections will be held for the following three Board positions. Nominations are now invited for these positions and close on Sunday 30th January at 7pm.

(A reminder that all positions are on a voluntary basis)

1 President (4 year term)

The President's role is a key leadership role of Fencing New Zealand.

The major duties are:

- Leading the annual planning of the organisation (consistent with the views of members)
- Helping the FeNZ Board prioritise its goals
- Keep the Board on track by working within that overall plan
- Providing FeNZ committees with a sense of what they are trying to achieve
- Leading the development of plans for this purpose
- Facilitate effective management of FeNZ Board meetings

To do this effectively the president should:

- Be well informed of all the FeNZ and international fencing activities
- Be knowledgeable of the future directions and plans of members
- Foster a strong working relationship with local government, affiliated associations, the FIE, Oceania Fencing Confederation, other NZ sporting organisations, Sport NZ and the NZ Olympic Committee
- Have a good working knowledge FeNZ rules and the duties of all office bearers and sub-committees
- Be empathetic
- Be consistent
- Manage (chair) committee and/or executive meetings
- Manage (chair) the annual general meeting
- Be a supportive leader for all FeNZ members
- Act as a facilitator for FeNZ activities
- Most importantly – ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Specific duties include:

- a. Chief spokesperson and central point of contact for the sport of Fencing in NZ,
- b. Represents the Board on committees
- c. Drafting and review of policies as required for subsequent Board review / approval
- d. Responsible for determining the investigation procedures and resolution of any internal disputes

2 Secretary General (4 year term)

The Secretary General accepts and understands the responsibilities delegated by the Board from time to time for day-to-day management of the business and affairs of Fencing NZ including:

- a. Issuing all notices of meetings
- b. Maintaining minutes of all Board and related committee meetings
- c. Maintaining a register of all Fencing NZ financial members
- d. Ensuring that all non-financial declarations required by agencies (including government and private agencies and international fencing organisations) are prepared and furnished to the relevant agency within the required time frame

A summary of the current management and administrative role of the Secretary General:

- a. Manage day to day activities
- b. Membership management
- c. Board meetings and Minutes
- d. Liaise and update membership with other fencing and sports' organisations including the International Fencing Federation ("FIE"), Asian Fencing Confederation, Commonwealth Fencing Confederation, Oceania Fencing Confederation ("OFC"), NZ Olympic Committee, Sport NZ, Drug Free Sport NZ
- e. Liaise with FeNZ Commissions – Selectors, Officiating, Coaching, Athletes
- f. Maintain and monitor Fencing NZ policies
- g. Post notices for fencing, manage calls for nominations for international fencing championships
- h. Organisation of overseas managed tours and non-managed FeNZ tours including licensing, entries, uniforms and other matters related to tours
- i. Budgets and Reconciliations for overseas tours (shared with Treasurer)
- j. Funding
 - i. OFC/FIE Funding and reconciliation
 - ii. FIE Material Aid (manage equipment grant from the FIE)
 - iii. Olympic Solidarity Fund
 - iv. Other Trust funding sources
 - v. Sponsorship
- k. Ensure invoices are paid and invoices / requests for reimbursement for overseas tours and uniforms are paid in timely manner (liaison with Treasury)
- l. Fencing NZ website content management

3 Independent Board Member (2 or 4 year term)

One of two independent members of the Board.

An Independent Board Member is unaligned to any particular FeNZ Region (except by virtue of domicile, membership/affiliation).

This particular Board role also provides the following skills in addition to any governance experience:

IT Technical Advisor to the Board

Maintains websites and other IT tools which are the mode by which FeNZ presents itself as a modern organisation to both our membership and the wider world.

Provides the Board expertise and advice for making decisions concerning electronic communications, web development, systems architecture and security.

Nominations for all positions shall be in writing and shall show the names, addresses and signatures of the candidate, proposer and seconder, all of whom must be current financial members of the Fencing NZ. Nominations may be made for more than one position. Each nomination submitted must be accompanied by brief background notes limited to not more than 200 words on the nominee and specifically, a history of their involvement in Fencing New Zealand.

As the roles up for election include the role of Secretary General, nominations for all positions should be emailed to selectors@fencing.org.nz c/o Kyle Macdonald.

Proposed Resolutions or Items of General Business

Members of Fencing NZ who have a resolution or an item of general business must send such items to secretary@fencing.org.nz by 30th January 2022.

Amanda Hopkins
Secretary General
Fencing New Zealand