



Team UoP - AGM Frequently Asked Questions

What is an AGM?

Team UoP sports clubs will have two annual Annual General Meetings (AGM) to elect a new committee for the following academic year. These are all club meetings where all current club members are encouraged to attend to have their say on the new committee.

The first will be where the Executive committee (President, Vice President and Club Captains) will be decided. The second will be where the Sub Committee (RAG/Events sec, Media sec, Welfare Sec, Social Sec, Engagement sec, Development Sec or any other positions that fall under your club's structure) will be decided.

Who can apply?

In order to apply for an Exec committee role, you must have held a membership for the sports club you are applying for within the 24/25 year. The only exception to this is if someone has been on placement for the 24/25 year, but they must have held a membership for the club within the 23/24 year.

Any Team UoP members can apply for a Sub committee role. For both Exec and Sub committee roles, they must purchase a membership for their sports club in the 25/26 year.

The Department of Sport and Recreation hold the right to decline and cancel any committee applications that do not meet the threshold for applications, and from applicants they deem unsuitable to hold a committee position due to the risk to Team UoP's reputation.

Applying for more than 1 role

You can apply for more than 1 role, however we strongly discourage chasing 'a title'. We screen all applications to ensure manifesto points match with roles and applicants have the correct motivations. Sport and Recreation will use their discretion to withdraw applications or cancel AGM votes if deemed necessary.

Holding more than 1 role

You cannot hold more than 1 committee role or multiple roles across different clubs.

Deadlines for applications

All committee roles can only be applied for BEFORE the AGM. The deadline for Exec applications is 26th March 2025 and the deadline for sub committee applications is 30th April 2025, unless otherwise agreed with Sport and Recreation.

Manifesto points

As part of your application, you will be required to provide 2 manifesto points. These are things that you want to achieve whilst in the committee role and how you will go about doing this.

Please see below for examples of manifesto points that will be accepted or rejected.

Example- accepted	Example - rejected
<u>PRESIDENT</u> Improve the exposure of the club. Leveraging our social media can dramatically increase the club's online profile, engaging members of the University and external supporters which will hopefully allow for an increase in membership purchase and possible sponsorship for the club. I will work with the media sec to plan specific content to make this as engaging as possible. This will hopefully allow us to fund better equipment which will benefit the club now and in the future. I will also work with the RAG/events sec to engage with more and different societies in order to form new relationships with people, which will result in more people attending our RAG events, benefiting both us and the charities we support.	I will increase the number of members we have
Why was it accepted? It's specific, realistic and is inline with the role of a president It says how they will achieve it It says why it is important to do it/ what the outcome will be from doing this	Why was it rejected? Not enough detail It doesn't say how they will achieve it It doesn't say what doing this will lead to It doesn't show they have taken the application seriously

Example- accepted	Example - rejected
<u>WELFARE SEC</u> I will work with the Media sec to promote and raise awareness of the university mental health resources through our social media platforms. I will help to create engaging content, informative posts, and we will highlight the importance of physical and mental health in athletic performance. This will not only provide necessary support to club members but will also enhance our club's visibility and engagement with the community. By sharing these resources, we can create a supportive environment that encourages club members to reach out if they face difficulties.	I will attend every Wednesday night social and ensure everyone is safe

Why was it accepted?	Why was it rejected?
-It's specific, realistic and is inline with the role of a welfare sec -It says how they will achieve it -It says why it is important to do it/ what the outcome will be from doing this	-Not realistic -Not enough detail -Not what the welfare sec's role is

Who will be at your AGM?

For the meeting to run, either 15 members or 15% of the club must be in attendance, whichever is the highest number. It's the club's responsibility to get as many members there as possible and engage with the voting process.

Current club members can only attend the meetings, alumni are not able to attend and vote in your AGM. A member of Sport and Recreation staff will also attend to oversee the meetings.

What will happen at your AGM?

Candidates will either deliver a presentation or speech detailing why they want the role, what they can bring to it and will explain their manifesto points.

Club members will also have the opportunity to ask candidates questions.

Voting will then take place using an online platform called vevox. This is anonymous.

Running Order (candidate alphabetical order within each position)

- President / President Sub Committee
- Vice President / Vice President Sub Committee
- Club Captain / Club Captain Sub Committee

Who is RON & what does it mean?

RON stands for Re-Open Nominations. This will be an option for people to vote with every vote. Voters will have the option to vote 'RON' if they think that none of the candidates are suitable for the role they have run for.

If RON wins the vote - that committee position won't be decided on during the AGM, an EGM (emergency general meeting) will be needed for the role to re-elect.

What can I do if I want to run for a committee position, but I can't be at the AGM?

Please do everything you can to be there. If you really cannot attend, once your application is accepted, please send a video of your speech/presentation to teamuop@port.ac.uk at least 48 hours before your AGM. We will need to ensure your video works and can be uploaded and also screen that it is appropriate, so please ensure it is sent within this timeframe. Your video will be shown at the AGM and you will be voted for in the same process as other roles. You will be informed of the result after the AGM.

What happens if committee roles aren't applied for or not voted in at AGM?

Committee positions need to be applied for before your club AGM - they aren't able to be applied for at AGM. If a committee role isn't filled at AGM, an EGM will be needed to have a re-election process. We will discuss this with the club and agree timeframes for this.

What should I do if I can't make it to my club's AGM?

Unfortunately we can only accept votes from people who attend the AGM in person. Votes will only be counted from those in the room. You cannot ask someone to vote on your behalf.

What happens next once I am voted in as a committee member?

- Register as a Team UoP committee member, the link will be sent to you
- Attend 'Handover Conference' - your first round of training and team building as a committee member
- Attend a club development meeting with Sport and Recreation staff
- A formal handover between outgoing and incoming committee members will happen
- Attend any further committee training required