



AGM 2025 Ballot

Instructions to Candidates

You are standing for election at the forthcoming AGM.

To help members to make informed choices when they vote, you are invited to present a brief statement to support your candidacy.

Please send your submission to membership@coombewoodltc.co.uk by **6 pm on Friday 28 February**, with "Personal statement – your name" in the subject line.

Your statements will be kept confidential until they are published online on Monday 3 March at which time all members will be mailed.

Candidates for Honorary Secretary

Your statement should cover:

- Why you want the role
- Your vision for the club for the next 5 years
- Key changes / projects that you propose
- Relevant experience
- Contributions to the club that you have made to date

In addition to your written statement, you will have the opportunity to present your case at the AGM prior to the vote in a 5-minute agenda slot. Please submit any PowerPoint slides that you wish to use.

Candidates for Treasurer

Your statement should cover:

- How long you have been a member
- Why you are standing for the committee
- Any finance or audit-related formal qualifications
- Relevant experience

This information will be displayed on screen prior to the vote.

Candidates for Chair

Your statement should cover:

- How long you have been a member
- Why you are standing for the committee
- Relevant experience
- Contributions to the club that you have made to date

This information will be displayed on screen prior to the vote.

Note to all candidates for the above positions

If you are unsuccessful in the election for a club officer role, please indicate at the end of your submission if you wish to be included in the ballot for general committee membership. If so, follow the instructions for committee candidates below.

Candidates for Committee Membership

Your statement should be a maximum of 150 words long. It should cover:

- How long you have been a member
- Why you are standing for the committee
- Relevant experience
- Contributions to the club that you have made to date

Separately, from the list below, please identify the areas where you believe you can make a significant contribution:

- Membership administration
- Treasurer support
- Facilities management – clubhouse
- Facilities management - grounds
- Club teams
- Social events
- Social tennis
- Organising Friendlies, Americans, Charity events
- Welfare and safeguarding
- Junior membership administration
- Junior social tennis
- Junior teams
- General project management
- Legal support
- Club policy administration
- IT support