

Proposed changes to the constitution of Islington Folk Club at the AGM on 25th January 2024

The committee are proposing some changes on the composition of the committee (1.), as well as a very minor change of a mistake in wording (2.).

1. Proposed changes on committee composition

1. Separate jobs of secretary and membership secretary;
2. Separate jobs of publicity officer and web-site officer;
3. Booking should be done by two people;
4. There should be a minimum, but not a maximum number of committee members.
5. Additional committee members would simply be committee members rather than ‘booking and venue associates’.

The main section of the Constitution that would require changes is Management 2. This currently is as follows:

2. The committee shall consist of:

- a. **Bookings Coordinator** - to lead the process of ensuring The Club has a programme of events. They shall also ensure dates and fees are properly negotiated with all paid acts.
- b. **Venue Coordinator** – to lead the process of confirming venues for all activities of The Club, including setting up the room and entry to the venue. They shall also ensure The Club has a named contact in any venue used by the club, and ordinarily be the venue’s first contact with The Club.
- c. Up to 4 **Booking & Venue Associates** – to work with the coordinators to secure and run suitable venues and acts for The Club.
- d. **Secretary** – to hold membership records and manage email and other bulk communication with members. They shall also be responsible for: keeping safe and up-to-date records of The Club’s activity; a copy of the constitution; the names and contact details of all committee members.
- e. **Treasurer** – to manage the funds of The Club in a responsible way, to report on the club’s financial position to the AGM and to produce such reports as the Management Committee requires.
- f. **Publicity & Website** – to take the lead on publicising all Club activity and ensure the effective management of The Club website and social media.
- g. The committee may co-opt up to a further 4 voting members who shall resign at the next Annual General Meeting.

Proposed changed section Management 2:

2. The committee shall consist of a minimum of six members. Committee members shall be in the following posts:

- a. Up to two **Bookings Officers**—to lead the process of ensuring The Club has a programme of events. They shall also ensure dates and fees are properly negotiated with all paid acts.
- b. **Venue Co-ordinator**—to lead the process of confirming venues for all activities of The Club, including setting up the room and entry to the venue. They shall also ensure The Club has a named contact in any venue used by the club, and ordinarily be the venue’s first contact with The Club.
- c. **Secretary**—to be responsible for: keeping safe and up-to-date records of The Club’s activity; a copy of the constitution; the names and contact details of all committee members.
- d. **Membership Secretary**—to be responsible for maintaining and holding membership records and for managing e-mail and other bulk communication with members.
- e. **Treasurer**—to manage the funds of The Club in a responsible way, to report on The Club’s financial position to the AGM and to produce such reports as the Management Committee requires.
- f. **Publicity Officer**—to take the lead on publicising all Club activity. The Publicity Officer shall delegate maintenance and supervision of The Club’s social media accounts.
- g. **Web-site Officer**—to ensure the effective management of The Club web-site.
- h. Other committee members (without portfolios) may be elected at the AGM. The Committee shall ensure that the size of the committee will not be unmanageably large.
- i. Between General Meetings, the committee may co-opt up to a further four voting members who shall resign at the next Annual General Meeting.

Without tracked changes, this reads as follows:

2. The committee shall consist of a minimum of six members. Committee members shall be in the following posts:
- a. Up to two **Bookings Officers**—to lead the process of ensuring The Club has a programme of events. They shall also ensure dates and fees are properly negotiated with all paid acts.
 - b. **Venue Co-ordinator**—to lead the process of confirming venues for all activities of The Club, including setting up the room and entry to the venue. They shall also ensure The Club has a named contact in any venue used by the club, and ordinarily be the venue’s first contact with The Club.
 - c. **Secretary**—to be responsible for: keeping safe and up-to-date records of The Club’s activity; a copy of the constitution; the names and contact details of all committee members.
 - d. **Membership Secretary**—to be responsible for maintaining and holding membership records and for managing e-mail and other bulk communication with members.
 - e. **Treasurer**—to manage the funds of The Club in a responsible way, to report on The Club’s financial position to the AGM and to produce such reports as the Management Committee requires.
 - f. **Publicity Officer**—to take the lead on publicising all Club activity. The Publicity Officer shall delegate maintenance and supervision of The Club’s social media accounts.
 - g. **Web-site Officer**—to ensure the effective management of The Club web-site.

- h. Other committee members (without portfolios) may be elected at the AGM. The Committee shall ensure that the size of the committee will not be unmanageably large.
- i. Between General Meetings, the committee may co-opt up to a further four voting members who shall resign at the next Annual General Meeting.

2. Proposed change to General Meetings 2:

It is proposed to change the word 'Group' in the following to 'Club':

General Meetings

2. Notices of the AGM shall be sent to members at least 42 days before the date of the AGM to allow for submissions to the agenda and possible constitutional amendments and AGM papers, including a report on the Club's financial position for the previous year, shall be made available at least 21 days before the date of the AGM.