



LONDON MOUNTAINEERING CLUB

COMMITTEE NOMINATION FORM

www.londonmountaineeringclub.com

For details of committee posts see overleaf. To be nominated for any position you must be a full member, and must be proposed and seconded by two other full members. Proposers and seconders must ensure that their nominee is willing to stand. One nomination form is below. Please feel free to copy it if necessary.

It would be helpful if all nomination forms are received by the club secretary in advance of the AGM. However there will be a supply of blank forms available at the meeting.

Nomination for Committee

Post		
Nominee	Name in block caps.	Signature
Proposed by	Name in block caps.	Signature
Seconded by	Name in block caps.	Signature

COMMITTEE POSTS

There are 14 elected posts: 9 Officers with specific duties and 5 ordinary members, as follows:

President: Chairs meetings, gives speeches and tries to ensure peace and harmony within the committee. Requires leadership skills but may be significantly less time-consuming role than the other committee officer posts.

Secretary: Prepares the agenda and any advance notes for the committee meetings, takes minutes, deals with miscellaneous queries from LMC members, the general public and the BMC, compiles committee news page of magazine, chases up rest of committee generally.

Treasurer: Manages club finances and reimburses expenses incurred on the Club's behalf by Club members, prepares informal reports for committee meetings and formal annual accounts for the AGM, and arranges auditing of the accounts before the AGM.

Membership Secretary: First point of contact for prospective new members via telephone, email and At Homes; sends and processes new and full membership applications and renewals, maintains membership database, arranges mail merging of labels etc for magazine and other mailings, compiles membership pages of magazine, deals with BMC subscriptions and adverts in climbing magazines.

Meets Secretary: Arranges away meets programme, persuades members to steward meets, often books and arranges payment for hut accommodation, compiles meets programme pages for magazine, website and bulletin board. A good opportunity to influence club direction and activities, main periods of work required are around the deadlines for the magazine.

Social Secretary: Arranges monthly London At Homes including booking of outside speakers where necessary, and compiles social programme pages for magazine.

Hut Bookings Secretary: Coordinates Fronwydyr bookings (mostly by phone and email) from club members and BMC-affiliated clubs; liaises with Meets Secretary to ensure that LMC meets at Fronwydyr are accommodated, manages combination lock code changes and sends code to booking parties, keeps detailed records of bookings and collates annual statistics of bed nights for AGM, and collects and accounts for hut fees.

Hut Warden: Maintains Fronwydyr, arranges and controls working parties which take place at least once a year, plans for future maintenance and improvement work.

Editor: Responsible for producing the quarterly magazine: commissions and chases up articles and regular information pages, edits these and lays them out using DTP package, and coordinates with printers.

Web administrator: Maintains the club website, the bulletin board and the membership database. Also assists the meets and membership secretaries in publishing relevant information. Performs functional enhancements to the ASP based website.

5 x Ordinary Members: Contribute views at committee meetings and generally take on miscellaneous tasks which arise during the committee year. This has recently included organising magazine stuffing and other mail-shots, selling fleeces and T-shirts, representing the club at BMC meetings and developing the club website.