

Introduction

The ECPR Representative is nominated, seconded and elected by the membership at an Annual General Meeting (AGM) of the Club.

The ECPR Representative has responsibilities to the ECPR committee and also a seat on the management committee.

Terms of Reference

ECPR Committee

1. Attends monthly ECPR Sub-Committee meetings from January to June and the ECPR debriefing meeting which is held as soon as practicable after the ECPR weekend
2. Sends out reminders of meetings (the ECPR Chairman produces the agenda)
3. Takes notes and produces minutes of meetings
4. Distributes minutes to ECPR Sub-Committee members, ECPR department heads, the Board and management committee members after approval by the Chairman
5. As an ECPR Sub-Committee member, takes an active part in meetings and offers support, advice and opinions as required
6. Carries out actions allocated to the representative at meetings
7. Attends any special ECPR Sub-Committee meetings
8. Maintains ECPR records
9. Undertakes general administrative duties on behalf of ECPR Sub-Committee
10. Provides practical support on and around ECPR weekend

Management Committee

1. Attends monthly management committee meetings
2. Presents a report and answers management committee questions on ECPR matters
3. Seeks management committee approval for proposed date of the next ECPR weekend and any significant departure from established ECPR format
4. As a management committee member, takes an active part in meetings and offers support, advice and opinions of a general nature as required

General

1. The ECPR Representative must stand down at the Club's Annual General Meeting (AGM) but may stand for re-election.
2. The ECPR Representative role is open to any voting member* of the Club aged 18 or over who is proposed, seconded and elected by the membership at an AGM.

* A voting member is a member who has a vote at a general meeting under Article of Association 22.

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Reviewed on 26th March 2024 by the ECPR Representative

To be reviewed after 4 years Next review due March 2028