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GUIDANCE NOTES FOR THOSE ARRANGING
JACOB SHEEP SOCIETY
AGM WEEKENDS

Updated by K Carpenter April 2024

Introduction

These procedures are designed to help guide those arranging Jacob Sheep Society Annual General Meeting (AGM) Weekends.

They are for guidance only and it is important that the Chairman/Vice Chair and Treasurer are kept apprised of arrangements to ensure specific details are fully addressed.

- **General responsibilities for the hosting region: -**

- At least 12 months ahead of the AGM select a hotel of sufficient size and with appropriate facilities to accommodate the AGM weekend guests.
- Work closely with the hotel to ensure the necessary booking and other arrangements are put in hand including: -
 - o The formal dinner for Saturday evening.
 - o Suitable room to hold the Annual General Meeting.
 - o Arrangements from the Wool Competition.
- Meet any other requirements of the hotel (with the exception of booking the accommodation for Members).
- Arrange visits to flocks / places of interest / local events in the area.
 - Prepare and send in Risk Assessments (form available on google drive) and copies of Public Liability Insurance for each Flock Visit to the JSS Assistant Secretary at least 10 days before the date of the event. The JSS Officer and host should retain a copy in their own files.
 - The host must have suitable and current public liability cover in place and have advised their own insurers of the event.
 - If you are planning multiple flocks at one venue you will need to contact your local Animal and Plant Health Agency (APHA) for guidance.
 - If hosts are providing any catering then they should check <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events> for advice and note on their risk assessment.
- Provide the Society Chairman / Vice Chairman and Treasurer with a copy of the hotel booking contract guaranteeing arranged dates and prices.
- Provide the Chairman/Vice Chairman and Journal Editor with a draft leaflet (the leaflet to be based upon the format used in previous years) which when finalised will be sent to all Members with the Winter Journal. The leaflet should contain: -
 - o The weekend programme showing dates and times of events.
 - o Details of the hotel.
 - o A description of the flocks and places of interest which will be visited during the weekend.
 - o Hotel and other rates to be charged,
 - o Flock Visits & Events booking form showing various costs involved and how to pay (please confirm bank details & reference to use with Treasurer)
- The Journal Editor will inform the organising region of the date by which all the relevant details are required to complete this leaflet (Normally early October to be mailed with the winter Journal). The centre pages of the winter Journal will be made available to the organising Region in order to advertise, free of charge, the AGM weekend.

- It is vital that the organising region work closely with the Chairman / Vice Chairman and Journal Editor to ensure communications are clear and deadlines are met.

- **Financial Arrangements:**
 - **Hotel Contract: -**
 - To be finalised at least 6 months before the date of the AGM.
 - Must be approved and signed off by Chair/Vice Chair and Treasurer.
 - Once the contract is approved no additional arrangements must be negotiated without prior approval of Chair, Vice Chair and Treasurer.
 - Allow for VAT to be added to any quotation received.

 - **Entertainment: -**
 - Must be sponsored at no cost to the Society or to members attending the weekend.
 - In recent years an Auction of items has become a popular way to raise funds and has replaced or is in addition to the more traditional raffle. This takes some organising but is good fun and has helped transform the Friday evening arrangements. Ensure you are clear about how the proceeds will be apportioned between the Region and the donator and identify specific individuals who will:
 - Lot numbers for the items
 - Control the receipt and distribution of items
 - Control the receipt and distribution of money
 - Ensure you have a good auctioneer.
 - Ensure you have labels /pens/ cashbox and record book all to hand.
 - A template is available in the form of an Excel spreadsheet which is very useful for recording the items sold at Auction.

 - **Other visits, coaches etc: -**
 - Written contracts will be required.
 - Ticket prices to be charged on to those members attending.
 - Allow for VAT to be added to quoted rates
 - Beware minimum attendance levels and base seat rates on 85% used.

- **Booking procedure: -**

- Hotel accommodation to be booked directly with the hotel by those members staying. All hotel bills to be paid by members on departure. Gratuities to be left to the discretion of members.
- Organised meals / buffets bookings to be made through the RCM. This will usually mean meals arranged for the Friday or Saturday Evenings.
- Visits to Flocks and other venues to be made through the RCM

- **Attendance / Booking fee: -**

- There are always incidental costs such as:
 - Gifts to hosts,
 - Table decorations
 - Bouquets

These should be budgeted for by the hosting Region and paid for out of funds raised for the AGM.

- **Further Information: -**

- Contact the Treasurer or Chairman / Vice Chairman for any additional guidance or clarification and also ask those RCM's who have recently organised an AGM for guidance.

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