

17th October 2016

Dear Member

NOTICE OF ANNUAL GENERAL MEETING

This letter gives formal notice that the 2016 Annual General Meeting of Welsh Triathlon Ltd. will take place on Saturday 19th November 2016 at 10.00 am at the offices of Sport Wales, Sophia Gardens, Cardiff.

The formal agenda will be sent out during week commencing 17th October 2016. In the meantime, I am letting you know the proposed arrangements for the appointment of Directors of the company, so that you may make nominations for the posts within the prescribed timescales.

Directors will be appointed for 3 year terms. The appendix attached shows which Directors will retire this year, and who wishes to put themselves forward for reappointment. It also lists those who have been appointed by the Board during the year subject to AGM approval. It then indicates what vacancies there are expected to be.

The Articles of Association provide that any Member of the company may propose a person for appointment or reappointment as a Director of the Board (Article 29.5.2 in the new articles). This must be done not less than 14 days and not more than 35 days before the date of the AGM. A form is enclosed for use by any Member who wishes to propose someone as a Director. Nominees do not have to be Members of Welsh Triathlon, but they are asked to provide a short statement setting out their suitability for the role. This will be circulated to all Members in advance of the meeting. I am enclosing an agreed role description and person specification for Board Directors of Welsh Triathlon, so that you can see what the requirements are - this should assist in identifying suitable candidates.

At least 7 days before the meeting the names of all those individuals either recommended by the Board, or proposed by a member, will be circulated to all members and Directors. The AGM will be asked to approve the appointment of those nominated. If the number of nominations exceeds the maximum number of places on the Board, a vote will be taken.

Nominations for the Board must be received in the office by Saturday 5th November 2016. They should be submitted on the enclosed form.

I look forward to seeing you at the meeting.

Yours sincerely



Jon Blakemore
Director of Finance and Company Secretary

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Appendix
Directors of Welsh Triathlon appointed

Paul Tanner	Chairman	Appointed 2015 post AGM, 3 year appointment, ending 2018,
Jon Blakemore	Director of Finance	Appointed 2015, 3 year appointment, ending 2018
TBC	Director for Performance	Vacancy
Tom Roberts	Director for Rules and Technical	Appointed 2013 re-appointed 2015, for 3 year term, ending 2018
Mike Battersby	Director for External Affairs (Interim Chair)	Appointed 2013 reappointed 2014 for 3 year term ending 2017
Llyr Roberts	Director for Governance	Appointed 2015, 3 year appointment, ending 2018
Tom Overton	Director for Development	Appointed 2014, 3 year appointment, ending 2017
Joy Bringer	Director for Safeguarding	Appointed 2014, 3 year appointment, ending 2017
Beverley Lewis	Executive Officer	Appointed 2015

Note: Ken Kelly, Director for Performance and Carwyn Williams, Director for Marketing and sponsorship resigned from the Board during the year.

Thus the AGM will be asked to ratify the appointments of Paul Tanner Chair,