

RSCDS Manchester Branch COVID19 Policy for Branch AGM

RSCDS Manchester branch (Charity Number 1082107) is dedicated to teaching Scottish Country Dancing to Adults of all ages and abilities. We are also committed to the wellbeing and safety of our members, teachers, musicians and those who dance with us on a more informal/occasional basis.

The RSCDS Manchester branch committee have performed a formal risk assessment to assess whether we can restart our activities in the autumn term of 2020, and for all sessions thereafter, in light of the COVID19 pandemic, and in what altered format this needs to take place. This risk assessment record is available on our website <http://www.rscds-manchester.org.uk/>.

The May 2020 AGM has been postponed until 29th September 2020 and will only proceed in line with government guidance on gatherings of multiple households. If this guidance changes, we may be required to cancel at short notice.

The AGM will be held both in person at Ladybarn Community Centre, Royle Street, Fallowfield, M14 6RN, and via Zoom link for persons with this facility.

The measures we will have in place for our AGM are presented below in simple format.

Any person showing symptoms of Flu, Cold or COVID19 is asked to stay home & isolate for 14 days in line with the government's guidance. Any person turning up with such symptoms will be requested to leave.

Any person officially in a government imposed 14-day quarantine period (e.g. on return from overseas holiday or where a family member has COVID19) is requested to stay home and not come to the AGM. They may still attend via Zoom link.

Booking A Place

Seating at Ladybarn is limited. Persons wishing to attend in-person are requested to book their place by contacting the Secretary by phone or email at least 24 hours in advance.

Persons unable to attend are requested to tell the Secretary as soon as possible in advance to free up space. Priority will be given to Branch Members for attendance in-person.

Persons wishing to attend via Zoom link are requested to similarly confirm their place by contacting the Secretary. Note, only branch members can vote on branch matters.

Branch members who cannot attend, please confirm in an email or verbally that you are willing for the chairman of the meeting to hold your proxy vote.

Nominations for Committee

Members are invited to consider joining the committee. The committee is elected at each AGM, with the interim committee standing down. The interim committee comprises members of the 2019/2020 committee who agreed to stay in their roles after May 2020 until an AGM could be held.

Persons wishing to be on committee are required to let the secretary know by email or phone at least 24 hours in advance of the AGM. In a change to previous years, a nominator/proposer and a seconder will not be required.

The committee positions are: Chairman, Secretary, Treasurer, Advertising & Media, and General Committee Member (unspecified role).

Voting In The New Committee

Committee members are voted in by the general membership.

- For those attending in person, this will be by raising of hands when prompted.
- For those on Zoom, this will be by indicating your vote to the Chairman.
- For those who have given the Chairman their proxy vote, the chairman will make this decision.

In-Person AGM COVID Procedure (Ladybarn Community Centre)

1. Ladybarn Community Centre is working to provide a COVID-secure atmosphere. Please adhere to their signs and directions.
2. Upon entering the venue, attendees will be required to sanitise their hands. Sanitiser will be provided.
3. Seating will be arranged 2m apart. Only persons from the same household or support bubble will be permitted to sit together
4. Attendees will be strongly encouraged to wear facemasks
5. Attendees will be emailed the Agenda, Minutes of the Previous AGM, Secretary's and Treasurer's Reports. Please print these out and bring them with you to the AGM. Paper copies will not be issued. If you have problems with this, please contact the Secretary as soon as possible.
6. A register will be taken.
7. Any person falling ill with symptoms of COVID19 after attending the AGM is required to phone the Secretary or a committee member at the earliest opportunity. In this event, the Secretary will contact all persons present at the AGM to advise quarantine and/or testing. This can be done without revealing the name of the ill person.
8. Please bring your own reusable water bottles if refreshment is required
9. Please refrain from bringing any unnecessary belongings into the venue.
10. Toilet facilities will be available.
11. Parking is available, either in the small car park or the quiet side street outside.
12. There will be no dancing after the AGM