

---

## **Factsheet 25:**

### **The Role of a SSAGO Rep**

#### **Introduction**

This factsheet aims to define what a SSAGO rep is and give the requirements of this position.

#### **What is a SSAGO Rep?**

A SSAGO rep acts as a representative of their SSAGO club at SSAGO Full Committee meetings (Rep's Meeting) held at every rally. Some clubs have a person who has the specific position of 'SSAGO Rep' on their club committee whereas others write it into the job description of a committee member. This is a club's choice but it is expected that a representative from each club in attendance at rally attends Reps' Meeting, hence the position needs to be filled by someone.

#### **What are the aims of Reps Meetings?**

1. To be a means of communication between the SSAGO Executive Committee and all parts of the membership
2. To ensure that the SSAGO Executive Committee are held accountable for their actions
3. To see that information of relevance to SSAGO (and its membership) is dispersed and where appropriate, discussed

#### **How do Reps Meetings work?**

The SSAGO Secretary will send an email to all Reps at least one week prior to the meeting requesting items for the agenda. The purpose of Reps is primarily to collect the suggestions and opinions of all clubs, so reps should use this opportunity to talk to their members and bring forth anything they would like to discuss with the Exec.

Meetings will also always involve updates from the Exec and the Assistants so clubs can find out what the Exec have been doing. Updates will also be given by a representative of each upcoming event committee.

Traditionally, Reps meetings would involve in-person voting on policy changes and any other decisions that needed making. To reduce the length of the meetings, voting is now done online after the meeting. This works as follows:

1. During the meeting, reps and the Exec will discuss items on the agenda and reps will present the views of their club
2. As soon as possible after the meeting, the Secretary will release minutes of the meeting and create a list of items online that require comments or votes that arose from the meeting
3. Reps will then be given some time (usually two weeks) to continue discussion on the online 'meeting', where they are able to see comments left by other clubs and add their own thoughts. This means even if a club does not attend a rally, their rep is able to add to the discussion.
4. The voting will then open, and reps will be able to vote on anything that needs a vote, and leave a final comment/opinion on items which don't require a vote.
5. When voting closes, the Exec will produce a response to the results, summarising the feedback given and highlighting what will change going forward.

### **Role of a rep before a Full Committee Meeting**

The SSAGO rep should be aware of the agenda for the Full Committee (Reps' meeting) before the day of the meeting. The rep is responsible for gathering feedback from their club regarding any policies, changes or issues due to be discussed at the meeting for feedback to other reps and the exec. The SSAGO rep is also responsible for gathering any information from club members that may need to be discussed in Any Other Business at the meeting or sent to the SSAGO secretary in advance for inclusion on the meeting agenda.

### **Role during a Full Committee Meeting**

It is expected that a SSAGO rep provides feedback to the SSAGO executive at a Full Committee meeting on any policies, changes or issues being discussed on behalf of their club. Having gathered information from club members before the meeting a SSAGO rep should make a vote on behalf of their club, ie the opinion of the club members rather than the rep's personal opinion/choice. If SSAGO reps have requested the inclusion of an agenda item they should be prepared to discuss this at the meeting. They should also be prepared to bring up any other sensible issues that have been brought to their attention by their club members.

### **Role following a Full Committee Meeting**

A SSAGO rep should provide feedback to their club committee and members (where appropriate) on any decisions or announcements made at the Full Committee meeting. They are responsible for providing extra feedback to the Exec where required following discussions at Full Committee meetings.