

## NOTES FOR SECRETARIES

### 1 BRANCH ANNUAL REPORT

Please return your Branch Annual Report to Headquarters by 30 June 2017, either on the enclosed form or in electronic format – email it to [mike.greenwood@rscds.org](mailto:mike.greenwood@rscds.org). We would also be happy to receive photographs, preferably electronically, for possible inclusion in *Scottish Country Dancer*. We would like to take details from the Annual Report and include them in the monthly eNewsletter so members worldwide can read about our very active community of dancers!

### 2 SECRETARY REPORT

In order to ensure the RSCDS database is accurate and mailings such as this are sent to the correct Branch Administrator, it is essential that records are maintained and updated as soon as a change in Secretary occurs. To change the record the leaving Secretary will have to login to the website and navigate to the member details page of the new Secretary and change their Branch Position to Secretary; afterwards, please then change your own Branch Position back to Member. This is the case with all Branch Administrators. In addition, please notify Michael Greenwood of any changes. A helpful document on this can be found on the RSCDS website: <https://www.rscds.org/article/useful-documents>

### 3 DAY/WEEKEND SCHOOLS AND WORKSHOPS

These events are now listed as a regular feature in the twice-yearly *Scottish Country Dancer*. Please send details of such events at **any time throughout the year** directly to the Magazine Editor, by email to [mag.editor@rscds.org](mailto:mag.editor@rscds.org), or by post or fax to Headquarters, clearly marked for the Magazine Editor.

### 4 MAGAZINE

*Scottish Country Dancer* will be sent directly to members in April and October. It would be helpful if Branches could ensure their members' data in the online database is up-to-date by the middle of March and September, so that all members who are entitled to the magazine receive it without difficulty.

**Please note:** if a member has not paid their subscription fee by the first week of March they will not receive the April issue of *Scottish Country Dancer*.

### 5 eNEWSLETTER

Headquarters will be sending out one eNewsletter a month to all those who have elected to receive it (by ticking the box on their member details page) and who have registered a valid email address. We accept adverts for Branch classes/events throughout the year and will insert them in to the eNewsletter. Please see the website for submission guidelines: <https://www.rscds.org/article/enewsletter>

If a member does not wish to receive the eNewsletter then please remind them to follow the link titled 'Unsubscribe' at the bottom of the eNewsletter. If they have a change of email address this can also be done through a link at the bottom of the eNewsletter. In addition to updating the mailing list please ensure the change of email is also recorded on the RSCDS website.

## 6 PUBLICATIONS and CDs

*Book 51* and accompanying CD are due to be available at Summer School 2017. Any pre-orders can be emailed to [cecile.hascoet@rscds.org](mailto:cecile.hascoet@rscds.org). For more details on current projects and forthcoming issues, see *Scottish Country Dancer*.

## 7 NOTES FOR TREASURERS

Please ensure that your Treasurer receives the enclosed Notes for Treasurers – thank you.

## 8 ANNUAL CONFERENCE WEEKEND & AGM

The Annual Conference Weekend and Annual General Meeting will take place from 3 - 5 November 2017 (AGM on Saturday 4 November), in Perth. Online booking and details of the weekend's events and activities will be available from the end of April 2017 on the website: [www.rscds.org](http://www.rscds.org).

## 9 NEW MEMBER PACKS

New member packs are still available free of charge from Headquarters. The pack contains: a letter of welcome from the Chairman; a copy of *30 Popular Dances*; the most recent edition of *Scottish Country Dancer*; a catalogue/price list; a Scottish country dancing/RSCDS factsheet; a promotional leaflet; and a RSCDS car sticker. Contact [info@rscds.org](mailto:info@rscds.org) to place your order. The intention is that Branches should include local information of interest to new members, such as contact details, class information, planned events, etc.

## 10 HEALTH STRATEGY

Remember that you can still order additional quantities of the Health Strategy posters and flyers. Health Strategy pack contents, including downloadable versions of posters and flyers, are on the website at <https://www.rscds.org/article/health-strategy>.

## 11 AGM 2017 DELEGATES & PROXIES

Delegate & Proxy correspondence begins in April when HQ will send out New Delegate Forms and Proxy Forms as part of the April Branch Mailing. We have in our records signed Delegate and Proxy forms from 2016, but we need your help in determining who will be representing your Branch at the 2017 AGM.

More information will be available in the April Branch Mailing, but if your Branch would like to keep the same elected Delegate as in 2016, we will only need confirmation of this and not a signed form. This will be the same procedure for electing a Proxy, as we have all submitted signed forms on file. If your Branch would like to elect a new Delegate or Proxy, then we will need a signed form from the Delegate in question with all appropriate information enclosed in to Headquarters.

We are only bringing this to your attention now as we would like this process to be as straightforward as possible, and we would like to build upon the success of the 2016 AGM. There are no forms within this mailing and more information, along with forms, deadlines, etc. will be available in the April Branch Mailing.

Please note: Delegate numbers for your Branch will be based on the total number of paid subscriptions for the dancing year 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017. Total figures will be taken on 30<sup>th</sup> June to ensure an accurate representation of your Branch and the website will be updated accordingly.