

25th October 2017

Dear Member

NOTICE OF ANNUAL GENERAL MEETING

This letter gives formal notice that the 2017 Annual General Meeting of Welsh Triathlon Ltd. will take place on Saturday 25th November 2017 at 10.00 am at the offices of Sport Wales, Sophia Gardens, Cardiff. The formal agenda will be sent out during week commencing 20th November 2017. 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 three year terms. The appendix attached shows the Directors who are scheduled to retire this year, and who wish to put themselves forward for reappointment. It also lists those who have been appointed by the Board during the year subject to your approval at this AGM. Any vacancies are listed on the attached Appendix.

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 and go through a formal competency based interview as part of the process. 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 11th November 2017.

We are looking forward to seeing as many of you as possible at the AGM. In the event that you are unable to make, it don't lose your vote, please nominate someone else to vote on your behalf using the Proxy Form enclosed.



Yours sincerely
Jon Blakemore
Director of Finance and Company Secretary

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Appendix
Directors of Welsh Triathlon appointed

Paul Tanner	Chairman	Appointed January 2016 post AGM, 3 year appointment, ending 2018,
Jon Blakemore	Director of Finance	Appointed March 2015, 3 year appointment, ending 2018
Marc Jenkins	Director for Performance	Appointed January 2017, 3 year appointment ending 2020
Tom Roberts	Director for Rules and Technical	Appointed March 2013 re-appointed 2015, for 3 year term, ending 2018
Mike Battersby	Director for External Affairs	Appointed November 2013, reappointed 2014 for 3 year term ending 2017
Llyr Roberts	Director for Governance	Appointed August 2015, 3 year appointment, ending 2018
Tom Overton	Director for Development	Appointed May 2014, 3 year appointment, ending 2017
TBC	Director for Safeguarding	Vacancy
Owen Rodgers	Director for Business and Commerce	Appointed May 2017, 3 year term ending 2020
Beverley Lewis	Executive Officer	Appointed 2015, ongoing due to nature of office

Note: Joy Bringer, Director for Safeguarding resigned from the Board during the year.

Thus, the AGM will be asked to ratify the appointments of Marc Jenkins Director of Performance and Owen Rodgers, Direct of Business and Commerce