

# Guidance for Group Chairs/Group Committees to be distributed to attending members:

**Location:** East Horsley Village Hall, Kingston Ave, East Horsley, Leatherhead KT24 6QT,  
**Date:** Saturday 7th February 2026

You are warmly welcomed to attend. This time the day will be run slightly differently. The official AGM business will hopefully be completed in 30 or 45 minutes. We will hear from the Chair of the Ramblers Trustees - Lucy Robinson. After this you will have the opportunity to get involved in some workshops. I hope you will participate in these and find them valuable.

<b>Arrival</b> <b>Sandwiches</b> <b>Tea/Coffee</b>	<p>You are welcome to <b>arrive any time from 1.30pm</b>. The Mole Valley Committee will be working on the preparations up until that time.</p> <p>On arrival you will be asked to write yourself out a NAME BADGE. Please add your name and Group to the badge and stick it to your clothing.</p> <p>Group Committee members will have prepared PRINTED NAME BADGES - please look for your sticker on arrival.</p>
<b>What will happen</b>	<p><b>The traditional agenda will commence at 2pm, <u>with the aim to finish by about 2.30</u></b> - this will be very strictly monitored!</p>
<b>Speech by Ramblers Trustee</b>	<p><b>Between 2.30 and 3pm</b> - Lucy Robinson will be giving a speech for us after the formal AGM. Lucy is likely to cover the changes to Ramblers Governance in her speech and we will all have an opportunity to ask questions, there is also an opportunity to speak to Lucy one to one, at the 'Governance Table'.</p>
<b>After the AGM</b> <b>3pm to around 4.30pm</b>	<p>We will divide into several workshops, focussing around the prime Group committee roles. Each workshop will be given some topics to discuss.</p> <p>The roles are: Chair, Secretary, Treasurer, Membership Secretary, Footpath officer, Walk Leaders, Website Managers, Holiday organisers, Social Media &amp; Publicity Officers, Mentoring Officers &amp; Other committee roles. There will also be a Governance Table at which Lucy Robinson will sit along with Elliot Cairnes.</p> <p>Members of groups are encouraged to join any workshop that interests them. This is also an opportunity to ask any questions you may have pertaining to that role. If you do not wish to actively participate in the discussion you are welcome to attend and just listen in.</p>
<b>Tea and cake</b> <b>From 3pm</b>	<p>Cakes are available <b>from 3pm</b> to help you in your workshops - take your drink and food with you to the table/workshop of your choosing. We value your ideas and contributions.</p>
<b>Role descriptions</b>	<p>Please ensure 4 Role Descriptions are added to the papers you distribute to your members. The 4 vacant roles are:</p> <ul style="list-style-type: none"><li>Area Secretary</li><li>Area Footpath Secretary</li><li>Area Website Officer</li><li>Area Publicity Officer</li></ul> <p>Please encourage anyone to put themselves forward for the role by contacting either the Chair or Vice Chair for Surrey Ramblers. Or both!</p>

Please read the above guidance and send questions to:

Barbara Crow [ViceChair@SurreyRamblers.org.uk](mailto:ViceChair@SurreyRamblers.org.uk)

Elliot Cairnes: [celliotcairnes@yahoo.co.uk](mailto:celliotcairnes@yahoo.co.uk)