

Meopham U3A 3rd AGM Preliminary Information

Dear Member

8th May 2018

Please find some preliminary information about our 2nd Annual General Meeting, to be held on July 10th 2018.

1. Accompanying this letter are 2 **NOMINATION FORMS** for the proposal of members for the Executive Committee for 2018-2019.
 - Nominations are required for:
 - Executive Committee **Officers:** (Chair, Vice Chair, Treasurer, Secretary).
 - Non-Officer **Committee Members:** (Minimum 1 & maximum 8 in number).
 - You may nominate members for as many of these positions as you wish within the above limits.
 - Each nomination must be proposed, seconded, & signed by the nominee, proposer & seconder.
 - Further copies of this letter & the nomination form can be downloaded from our website, obtained from the Secretary, or collected at Monthly Members' Meetings if required.
 - Only full members of Meopham U3A may propose or second nominations.
 - Members of the Meopham U3A Committee may not propose or second nominations.
 - Each completed nomination form may be handed to the Secretary or Membership Secretary at meetings or sent directly c/o "**Tare Reede**", **Labour In Vain Road, Wrotham, Sevenoaks, Kent TN15 7NY**. All nominations must be received **by no later than 10/06/2018**.
 - Voting on these nominations will take place during the AGM where necessary.
2. You should receive your **Formal Notice of AGM, Agenda & Annual Reports** no later than 19/06/2018.
3. If you have any questions or problems, please contact any member of our Steering Committee for further help.

We look forward to receiving your nominations & meeting you at the AGM.

Yours faithfully

Ann McEwan

(Secretary, Meopham U3A)