South West Herts U3A
Is a Member of the Third Age Trust
and a registered Charity No 1101279

12th February 2018

Notice is hereby given that
The 16th ANNUAL GENERAL MEETING
Will be held at 10.00 am on Monday 11th June 2018
(at Francis Combe Academy)

Initially I would like to remind you of the names of the current Committee Members elected by you:

Chair: Neville Halliwell **Vice Chair:** Stewart Lewis
Treasurer: David Adams **Secretary:** Jill Elliott
Committee Members: Barbara Bestwick, Ariaan Winter, Peter Dawson, Peter Howarth, Barbara Trotman, Teddy Bennell., Bridget Finch, June Parker, Peter Trotman (co-opted Nov 2017), Anne Cox (co-opted April 2018)

My main purpose in writing now is to invite you to send to me by no later than 9th April 2018:

a. **Nominations for the post of Vice-Chair.** Term of office – 3 years.
(*Stewart Lewis has indicated that he wishes to step-down from this post)*

b. **Nomination for the post of Business Secretary.** Term of office – 3 years.
(Jill Elliott completes her three-year term and is willing to stand for re-election as Business Secretary)

c. **Nominations for the post of Committee Member (4 vacancies)**. Term of office – 3 years.
(Ariaan Winter, Teddy Bennell and Peter Dawson have completed their three year term and are available for re-election. Peter Trotman was co-opted in November 2017 and will be co-opted again)

d. **Proposals to amend the Constitution.** Please advise any proposed changes to the Constitution.
{The Constitution is available to view on our website ***(www.swhertsu3a.org.uk),***
or by request from the Secretary at monthly meetings}.
(**The Executive Committee is proposing to amend our current Constitution; details of which are printed overleaf).**

e. **Notice of any other matter** you wish to raise under Other Business of an AGM.

Please contact a member of the Executive Committee if you wish to nominate somebody to be a Committee Member or if you have any matters to raise under items 'd' and/or 'e'. You will then be given the appropriate documentation to complete. Nominees need to sign that they accept nomination, and need to be nominated by one member and seconded by a different member. **All Committee Members are Trustees of the Charity.**

The following officers and committee members whose term of office has not expired are eligible for confirmation at the AGM and are willing to serve for a further year:
Neville Halliwell, David Adams, Barbara Bestwick, Bridget Finch, Peter Howarth, June Parker, Barbara Trotman.

If you are unable to attend the AGM and wish to convey your 'Apologies for Absence' please contact me directly.

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