

THE THIRD AGE TRUST



THE UNIVERSITY OF THE THIRD AGE

CHESH VALLEY U3A

Registered Charity No 1126990

Pentire
Cross Oak Road,
Berkhamsted,
HP4 3NA

1 March 2017

Dear Member(s)

I wish to inform you that the 9th **Annual General Meeting (AGM)** for Chess Valley U3A will be held on **Thursday 8 June 2017 at 2.00 pm at the Broadway Baptist Church, Chesham**. The purpose of this advance notification is to enable you to:

- Make nominations of candidates for election at the AGM, and
- Notify me of any motions you wish to be dealt with at the meeting.

You may wish to nominate someone to become a member of the Committee. To assist you in making a nomination I enclose (a) information about the election and (b) a nomination form which you should complete and return to me by 29 April.

If you wish to propose any other matters for discussion these must be put in writing, proposed and seconded, and forwarded to me (via email at secretary@cvu3a.uk or via post to the above address) by 29 April.

We look forward to seeing you at our AGM on 8 June! The meeting will be followed by the usual talk which, on this occasion, will be by Cheryl Gillan, MP for Chesham and Amersham. Her subject is 'Parliament and Democracy', which should be very interesting!

Yours sincerely

Chris Kinsley

Hon Secretary

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Nominations for Committee Members to be elected at the Annual General Meeting on 8 June 2017

The Committee consists of at least five and not more than ten members, each of whom is elected to serve for a period of **2 years**.

At the AGM on 9 June 2016 the following elections were made: Eric Magson (Chairman); Derek Gardner (Membership Secretary); Marian Bangs (Joint Groups Co-ordinator); Sue Broad (Joint Groups Co-ordinator) and James Cadle (Joint Newsletter Editor), for a period of two years.

In June 2015 Tony Biddle was appointed Vice Chairman, John Anderson, Treasurer, Chris Kinsley, Secretary, Brin Harvey, Membership Secretary, Valerie Garrod, Webmaster and Jackie Cobb, Events Coordinator. Brin Harvey stood down during 2016. Tony Biddle intends to stand down at the AGM. It is understood that John Anderson, Chris Kinsley, Valerie Garrod and Jackie Cobb are willing to stand for re-election at the AGM.

In October 2010 Michael Cohn (Speaker Organiser) and Liz Stoelker (Newsletter Editor) were invited to assist the Committee. Invited members do not have voting rights and therefore are not Trustees of Chess Valley U3A.

Should there be more candidates for election than there are vacancies, then Chess Valley U3A members attending the AGM will be able to vote as to which nominees should fill the Committee vacancies.

On election, Committee members become Trustees of the Chess Valley U3A. Members putting themselves forward for election are encouraged to familiarise themselves with the Charity Commission's literature "Essential Trustee" which gives guidance on what being a Trustee involves and the responsibilities that go with the role. Copies can be obtained by contacting the Charity Commission on 0845 300 0218 or downloaded from their website at www.charitycommission.gov.uk.

How to nominate a candidate

Please use the nomination form enclosed if you wish to nominate a member of Chess Valley to serve as a Committee member for **2 years** from **June 2017**. Please ensure that the form is completed and signed as indicated.

Completed nomination forms may be lodged **by 12 noon on 29 April 2017** with: **The Secretary, Chess Valley U3A, Pentire, Cross Oak Road, Berkhamsted, Herts, HP4 3NA.**

Any nominated candidate for election should provide a CV of not more than 50 words on a separate piece of paper attached to the nomination form. CVs received will be made available for all members to read at the AGM.

Nomination Form (tick the appropriate box for this nomination)

Chairman

Vice-Chairman

Hon Secretary

Hon Treasurer

Committee Member

Nominee's Name
(print in capitals)

Nominee's
declaration and signature

Proposer's Name
(print in capitals)

Proposer's signature

Secunder's Name
(print in capitals)

Secunder's signature

Nomination Form (tick the appropriate box for this nomination)

Chairman

Vice-Chairman

Hon Secretary

Hon Treasurer

Committee Member

Nominee's Name
(print in capitals)

Nominee's
declaration and signature

Proposer's Name
(print in capitals)

Proposer's signature

Secunder's Name
(print in capitals)

Secunder's signature