

**Meopham U3A
5TH AGM
Preliminary Information**

Dear Member

August 2020

Please find some preliminary information about our 5th Annual General Meeting, to be held on 13th October 2020.

1. Accompanying this letter are 2 **NOMINATION FORMS** for the proposal of members for the Executive Committee for 2020/2021 (**please note that this form is slightly different to last year's form**).
 - 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, and signed by the nominee, proposer & seconder.
 - Further copies of this letter & the nomination form can be downloaded from our website.
 - 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 posted to the Secretary: 4 Dene Walk, Longfield, DA3 7PB
 - All nominations must be received **by no later than 16th September 2020**.

2. You should receive your **Formal Notice of AGM, Agenda & Annual Reports** no later than **22nd September 2020**.

3. If you have any questions or problems, please contact any member of our Steering Committee for further help.

Yours faithfully,

Ann MacEwan
(Secretary, Meopham U3A)