

## NOTICE OF THE SNAPS ANNUAL GENERAL MEETING

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In accordance with Article 16 of the charity's Articles of Association, notice is hereby given that the Annual General Meeting of SNAPS (Special Needs and Parent Support Yorkshire), registered charity (1133405) shall be held on Saturday 18 March 2017 at 11am, venue Penny Field School, Tongue Lane, Meanwood, Leeds LS6 4QD.

In preparation for the meeting, please find enclosed the following:

1. A copy of the Agenda
  2. Copies of the Minutes of the AGM held on the 19 March 2016
  3. Nomination paper for nominations to the Board of Trustees
  4. Report and Financial Statement for the Year Ended 31<sup>st</sup> March 2016
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### **SNAPS / Annual General Meeting**

**Saturday 18 March 2017, 11am**

**Penny Field School, Tongue Lane, Meanwood, Leeds LS6 4QD**

### **Agenda**

1. Welcome and apologies
2. Minutes of the Annual General Meeting held on the 14 March 2016
3. Report and Accounts for the year ending 31<sup>st</sup> March 2016
  - a. Review of the year
  - b. Financial report
    1. Presentation of Accounts
    2. Appointment of Auditors
4. Election of the new Executive Committee
  - a. Honorary Officers
    1. Chair
    2. Vice Chair
    3. Treasurer
    4. Secretary
  - b. Members
    1. Up to 8 additional Trustees can be elected.
5. Any Other Business
6. Closing of the Meeting – At the closing of the meeting the current Board of Trustees retires and the Trustees appointed under item 4 take office.

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### Nomination Paper for Election to the Board of Trustees of SNAPS 2017/2018

In accordance with Article 41, following the presentation of its Annual Report and Accounts, and the appointment of auditors for the coming year elections are held to appoint a new Board of Trustees that will take office at the end of the meeting when the Trustees resign. To be eligible to act as a Trustee, you must be a member of the charity, over 18 years old and not legally banned from acting as a trustee or company director. In addition, in accordance with article 43.1, you must be nominated by one or more members, and submit your nomination in writing to the Secretary, to arrive at least 7 days prior to the meeting (to arrive by 31st January 2013). For a nomination to be valid it must include the name(s) and signature(s) of the member(s) making the nomination, and a statement from the nominee that they are willing to stand. The Articles of Association limit the number of trustees to a maximum of 12 (minimum 3). In the event that there are insufficient nominations to fill all the vacancies, in accordance with article 42 retiring members will be deemed to have been re-appointed unless the meeting resolves that he or she should not be deemed re-appointed or he or she is unwilling to act. If no nominations for a particular vacancy are received, nominations for the vacancy can be accepted at the meeting.

I nominate \_\_\_\_\_ [enter full name of nominee] for election onto the Board of Trustees of SNAPS in the position of \_\_\_\_\_ [enter position]<sup>1</sup>

Signed: \_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ [enter full name of nominee] accept the nomination and confirm that I am able<sup>2</sup> to stand for election onto the Board of Trustees of SNAPS.

Signed: \_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>1</sup> Positions are: Chair, Vice Chair, Secretary, Treasurer, Trustee

<sup>2</sup> In making this statement you are confirming that you: are not banned from working with children or vulnerable adults; are not an undisclosed bankrupt; are not disqualified from acting as a Director of a limited Company; are not disqualified from acting as a trustee of a charity; are over 18; do not have an unspent conviction for dishonesty or deception; have not failed to make a payment under a county court administration order; have not made compositions with your creditors for which you have not been discharged; have not been removed from office as a trustee by either a court, the Charity Commission or under Scottish charity legislation. In addition you agree to assist the Charity in its efforts to confirm your suitability to act as a Trustee of the Society, which will include applying for a Disclosure and may include checking various databases held by Companies House, the Charity Commission, the Insolvency Commissioners and others.