In accordance with Article 18 of the charity’s Articles of Association, notice is hereby given that the Annual General Meeting of SNAPS CIO (Special Needs and Parent Support Yorkshire, Charitable Incorporated Organisation), registered charity 1171244, will be held on Saturday 27 January 2024 at 10.00, at Broomfield SILC, Broom Place, Leeds LS10 3JP.

In preparation for the meeting, please find attached items 1, 2, 3 and 4

1. A copy of the Agenda
2. Copies of the Minutes of the AGM held on the 26 November 2022
3. Nomination paper for nominations to the Board of Trustees for SNAPS Yorkshire CIO
4. Report and Financial Statement for the Year Ended 31st March 2023 for SNAPS Yorkshire CIO

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**SNAPS /Annual General Meeting**

**Saturday 27 January 2024, 10.00**

**Agenda**

1. Welcome and apologies
2. Minutes of the Annual General Meeting held on the 26 November 2022
3. Report and Accounts for the year ending 31st March 2023
	1. Review of the year
	2. Financial report
		1. Presentation of Accounts
		2. Appointment of Independent Examiners
4. Election of the new Board of Trustees
	1. Honorary Officers
		1. Chair
		2. Vice Chair
		3. Treasurer
		4. Secretary
	2. 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.

Nomination Paper for Election to the Board of Trustees of SNAPS 2023/2024

Following the presentation of its Annual Report and Accounts, and the appointment of Independent Examiners 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, you must be nominated by one or more members, and submit your nomination in writing to the Chair (Chris Eatwell at chriseatwell@aol.com) to arrive at least 7 days prior to the meeting (i.e. by 19 January 2024).

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, 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][[1]](#footnote-1)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [enter full name of nominee] accept the nomination and confirm that I am able[[2]](#footnote-2) to stand for election onto the Board of Trustees of SNAPS.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Positions are: Chair, Vice Chair, Secretary, Treasurer, Trustee [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)