

TO ALL MEMBERS OF CHAWREC

9th November 2016

Dear All,

RE: NOTICE OF ANNUAL GENERAL MEETING TUESDAY 13th DECEMBER

I am really pleased to invite you along to our Annual General Meeting taking place at the beginning of next month.

Due to ever tightening budgets, this year's AGM will be a low key event. I will be doing a presentation about the work we have been doing and the challenges we are facing. It will be an opportunity for you to find out more about what we are doing and how we are doing it.

Enclosed with this letter should be the following:

- Invite
- Map of the venue
- Minutes of the last AGM
- Individual & Organisational members details
- Terms of reference for the Executive Committee/Trustee Board
- Nomination form
- List of members standing down

Accounts will be available on the night.

We will be providing food and there will be an opportunity to network.

If any of the above documents are missing or you require further information please do not hesitate to contact the office. All documents will also be able to download from our website www.chawrec.org.uk

Please let us know asap if you will be attending or not (by e-mail/phone or post) and please note that all nominations to the Trustee Board must be returned by **Monday 28th November 12 noon.**

Yours faithfully,



Shantele Janes

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