

TO ALL MEMBERS OF CHAWREC

March 2019

Dear All,

RE: NOTICE OF ANNUAL GENERAL MEETING TUESDAY 23rd APRIL

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

We will again this year be hosting a fairly low key event, focusing more on our members and the work of the organisation over the last year. I will be doing a presentation talking about what we have done last year and what we are hoping to focus on in the coming year – we will also be doing a short exercise with members to try and get members to think about the contribution they can make to the organisation's future. If you haven't already been it is also an opportunity for you to visit our new community cafe as we will be putting on food for the event from there.

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
- Copy of our accounts year end 2018

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 1st April.

Yours faithfully,



Shantele Janes

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