**USK U3A**

# NOTICE OF ANNUAL GENERAL MEETING

**THE THREE SALMONS HOTEL, USK**

**10.30am TUESDAY APRIL 4th 2017**

Members,

The AGM is held in order to:

* transact the formal business of your U3A. This year this includes a Resolution “That the Committee is authorised to take steps to register Usk U3A as a charity with the Charity Commission if and when they decide this is necessary”
* consider any and all matters that members may raise
* receive information on the activities of the past year with Officer and Convenor reports along with photographs and other records of events held
* enjoy complimentary coffee and biscuits
* to elect officers

Please note the following:

1. A list of current Officers and Committee members is attached.
2. There is still a vacancy for the position of **Vice-Chairperson.**
3. The person elected **Vice-Chairperson** is expected to chair meetings of Convenors and non-Committee member officers.
4. Our Constitution allows for a Committee of not less than 5 and not more than 10 members consisting of 4 Officers, Chairperson, Vice-Chairperson, Treasurer and Business Secretary, and **not less than 1 and not more than 6 members elected at the AGM.**
5. **Pat Kingsley** is stepping down as Culture Secretary; if anyone is interested in serving in this post please let the chairman or secretary know.
6. All other existingCommittee Members haveindicated a willingness to serve during the coming year.
7. Nominations for Officers and the Committee are invited and all members interested in serving are asked to notify the Business Secretary Mary Atkins. **Nominations must be received at least 14 days before the AGM, that is by Tuesday March 21st 2017.** Should more nominations be received than there are vacancies on the Committee then Members at the Meeting will be asked to cast votes for each of the nominations and those with the highest numbers of votes will be elected.
8. In order to help with catering arrangements, please notify Mary Atkins, Business Secretary, of your intention to attend the AGM by Tuesday 28th March 2017.
9. **This year and for ease of access, the AGM will be held on the Ground Floor of The Three Salmons.**
10. Contact details: Mary Atkins, Business Secretary:maryatkins2002@yahoo.co.uk Reg Darge, Vice Chairperson: jandr.darge@mypostoffice.co.uk tel: 01291 673242

Reg Darge

 Chairperson, Usk U3A