

WEST BERKSHIRE DISABILITY ALLIANCE

12 Millbank
Kintbury
Berkshire
RG17 9UW

Email: johnhead@wbda.org

Telephone: 01488658725

7 June 2005

Dear Member,

WEST BERKSHIRE DISABILITY ALLIANCE – ANNUAL GENERAL MEETING – MONDAY 18 JULY 2005

The Annual General Meeting of the West Berkshire Disability Alliance (WBDA) is to be held on Monday 18 July 2005 at the United Reform Church, Church Room, Cromwell Road, Newbury. The meeting will commence at 6.45pm and finish at 8.30pm.

The meeting as always, is important for you and all members to attend.

The WBDA executive committee is made up of ten members, this figure is inclusive of the Chairman, Secretary and Treasurer. The Constitution of the WBDA requires that '**at the Annual General Meeting one third of the Executive Committee shall retire from office**'. Should you wish to put yourself forward or nominate another member as an executive member, please complete the attached slip and return it to me no later than **Monday 4 July 2005**.

In addition, should you want to undertake the duties of the WBDA Secretary or nominate another member, please complete the slip as necessary, again to reach me no later than the date given above.

I need to remind you that for your proposal to be valid, you need to return the slip **at least fourteen days before the AGM on Monday 18 July 2005**. Once I have received the valid nominations, these will be put before the members of the WBDA at the AGM, when the necessary vote will be held.

*The WBDA is supported by: Newbury Town Council, Comic Relief,
The Berkshire Community Foundation, A F C Newbury Football Club.*

WEST BERKSHIRE DISABILITY ALLIANCE

It is to be noted that the nomination of other members must only be made with their approval.

Please mark your diary now, action your nomination slip and send it to me without delay.

Yours sincerely

*The WBDA is supported by: Newbury Town Council, Comic Relief,
The Berkshire Community Foundation, A F C Newbury Football Club.*

WEST BERKSHIRE DISABILITY ALLIANCE

**To remind you that the
West Berkshire Disability Alliance
Annual General Meeting
Will take place on Monday 18 July 2005
6.45pm – 8.30pm
United Reform Church, Church Room,
Cromwell Place, Newbury**

AGENDA

- 1. Welcome and Apologies**
- 2. Minutes & Matters Arising from WBDA AGM 12 July 2004**
 - 3. Treasurers Report**
 - 4. Chairmans Report**
 - 5. Election of Secretary**
 - 6. Election of Executive Members**
- 7. Any Other Business and General Discussion**

WEST BERKSHIRE DISABILITY ALLIANCE

WEST BERKSHIRE DISABILITY ALLIANCE

ANNUAL GENERAL MEETING **MONDAY 18th JULY 2005 6.45 pm**

United Reform Church, Church Hall, Cromwell Road, Newbury

GUIDE FOR NOMINATION AND ELECTION TO WBDA **EXECUTIVE**

<u>POSITION</u>	<u>PRESENT OFFICER</u>
Chair	Mick Hutchins
Secretary*	John Head (<i>Not standing</i>)
Treasurer	Peter Dolphin
Committee Member	John Holt
Committee Member*	Peter Mason (<i>Not standing</i>)
Committee Member	John Clarke
Committee Member*	Ron Renton (<i>Not standing</i>)
Committee Member	George Athorn
Committee Member	John Carr
Committee Member*	Vacant

Positions marked with an asterisk (*) are open for election.

*The WBDA is supported by: Newbury Town Council, Comic Relief,
The Berkshire Community Foundation, A F C Newbury Football Club.*

WEST BERKSHIRE DISABILITY ALLIANCE

ANNUAL GENERAL MEETING MONDAY 12 JULY 2004

RETURN TO: John M. Head, WBDA, Secretary, 12 Millbank, Kintbury, Berkshire, RG17 9UW at least 14 days before the date of the Annual General Meeting.

PLEASE COMPLETE THE FOLLOWING:

A. NOMINATION FOR EXECUTIVE COMMITTEE

(i) I am a member of the West Berkshire Disability Alliance

Name: _____

Address: _____ and
wish to be considered for election to the West Berkshire Disability Alliance
Executive Committee.

(ii) I nominate

Members Name: _____

Address: _____ to
be considered for election to the West Berkshire Disability Alliance Executive
Committee.

B. NOMINATION OF OFFICERS

(i) I am a member of the West Berkshire Disability Alliance

Name: _____

Address: _____ and
wish to be considered for election as **Secretary** of the West Berkshire Disability
Alliance.

(i) I nominate

Members Name: _____

Address: _____ to
be considered for election as **Secretary** of the West Berkshire Disability
Alliance.

Should you have more than one nomination at A. (ii) please submit on a
separate sheet.

*The WBDA is supported by: Newbury Town Council, Comic Relief,
The Berkshire Community Foundation, A F C Newbury Football Club.*