

Important information regarding the Annual General Meeting

ASSOCIATE MEMBERS

Associate members are most welcome to attend the Annual General Meeting but shall not be entitled to vote or to be a Committee Member.

AGENDA ITEMS

Members wishing to propose agenda items must provide details in writing at least seven (7) working days prior to the meeting to the Chief Executive Officer by **19th June 2019**

ANNUAL REPORT

The Annual Report and relevant material will be forwarded to members who register to attend the Annual General Meeting.

ELECTION OF MEMBERS TO BOARD OF DIRECTORS

Nominations for election to the Board shall be made in writing with the consent of the nominee endorsed, and handed to the Chief Executive Officer, at least seven (7) working days before the date of the Annual General Meeting.

► **Close off for Nominations 19th June 2019**

VOTING AT AN AGM

A company or firm/partnership which is a full member shall be entitled to nominate only one of its directors or partners to attend General Meetings and exercise the vote for and on behalf of that company or firm/partnership. Such nominations shall be made in writing and lodged with the Chief Executive Officer at least twenty four (24) hours before the commencement of the General Meeting.

PROXY VOTING

Any full member may appoint any person to be his/her proxy to attend and vote at a General Meeting on his/her behalf. Such proxy must be lodged with the Chief Executive Officer at least twenty four (24) hours before the General Meeting at which such vote is to be exercised.

REGISTRATION

To assist in our organisation, members intending to attend the Annual General Meeting who have not already registered attendance with the Association Office are asked to register by completing the Registration Form already circulated and returning it to this office by **17th June 2019**

DRESS STANDARDS

Members are asked to observe a dress standard fitting the formality of an Annual General Meeting and networking function.

RESERVATIONS

Quote NRC event to receive 10% of the best rate when you book your accommodation if required.

SECRETARY DETAILS

Contact: Paula Rogers

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