

## NOTICE OF THE SNAPS ANNUAL GENERAL MEETING

---

In accordance with Article 18 of the charity's Articles of Association, notice is hereby given that the Annual General Meeting of SNAPS CIO (Special Needs and Parent Support Yorkshire, Charitable Incorporated Organisation), registered charity 1171244, will be held on Tuesday 30 November 2021 at 19.00, via a Zoom link, the details of which will be sent to you once you have registered with Lucy Owen via email to [lucy@snapsyorkshire.org](mailto:lucy@snapsyorkshire.org)

In preparation for the meeting, please find attached items 1, 2, 3 and 4

1. A copy of the Agenda
2. Copies of the Minutes of the AGM held on the 15 December 2020
3. Nomination paper for nominations to the Board of Trustees for SNAPS Yorkshire CIO
4. Report and Financial Statement for the Year Ended 31<sup>st</sup> March 2021 for SNAPS Yorkshire CIO

---

### **SNAPS /Annual General Meeting**

**Tuesday 30 November 2021, 19.00**

**Via Zoom, for which you will need to register with Lucy Owen by confirmation on an email**

### **Agenda**

1. Welcome and apologies
2. Minutes of the Annual General Meeting held on the 15 December 2020
3. Report and Accounts for the year ending 31<sup>st</sup> March 2021
  - a. Review of the year
  - b. Financial report
    1. Presentation of Accounts
    2. Appointment of Independent Examiners
4. Election of the new Executive Committee
  - a. Honorary Officers
    1. Chair
    2. Vice Chair
    3. Treasurer
    4. Secretary
  - b. Members
    1. Up to 8 additional Trustees can be elected.
5. Any Other Business
6. Closing of the Meeting – At the closing of the meeting the current Board of Trustees retires and the Trustees appointed under item 4 take office.

---

### **Nomination Paper for Election to the Board of Trustees of SNAPS 2021/2022**

## NOTICE OF THE SNAPS ANNUAL GENERAL MEETING

---

Following the presentation of its Annual Report and Accounts, and the appointment of Independent Examiners for the coming year, elections are held to appoint a new Board of Trustees that will take office at the end of the meeting when the Trustees resign. To be eligible to act as a Trustee, you must be a member of the charity, over 18 years old and not legally banned from acting as a trustee or company director. In addition, you must be nominated by one or more members, and submit your nomination in writing to the Chair (Chris Eatwell at [chriseatwell@aol.com](mailto:chriseatwell@aol.com)) to arrive at least 7 days prior to the meeting (i.e. by 23 November 2020).

For a nomination to be valid it must include the name(s) and signature(s) of the member(s) making the nomination, and a statement from the nominee that they are willing to stand. The Articles of Association limit the number of trustees to a maximum of 12 (minimum 3). In the event that there are insufficient nominations to fill all the vacancies, retiring members will be deemed to have been re-appointed unless the meeting resolves that he or she should not be deemed re-appointed or he or she is unwilling to act. If no nominations for a particular vacancy are received, nominations for the vacancy can be accepted at the meeting.

I nominate \_\_\_\_\_ [enter full name of nominee] for election onto the Board of Trustees of SNAPS in the position of \_\_\_\_\_ [enter position]

Signed: \_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ [enter full name of nominee] accept the nomination and confirm that I am able to stand for election onto the Board of Trustees of SNAPS.

Signed: \_\_\_\_\_ Print: \_\_\_\_\_

Date: \_\_\_\_\_