

Internal NAVCA constitutional diary 2009

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Below are the key dates for membership and constitutional matters for 2009. They are also presented in calendar form overleaf, to help you link in with your own committee cycles.

Trustee Board meetings

- 11 February 2009 - Birmingham
 - 29 April 2009 - Sheffield
 - 16 July 2009 - London
 - 20 October 2009 – Sheffield (First meeting of the 2009/10 Board)
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- Items for inclusion on the agenda for these meetings must be submitted to the Secretary at least 21 days prior to the meeting. If a representative of a member wants to attend a Trustee Board meeting as an observer please let the Chief Executive know at least two weeks in advance of the meeting.

Annual General Meeting

- The AGM will take place during the Conference period the week beginning Monday 14 September 2009. The actual date for the AGM is to be confirmed. Deadline for the receipt of motions for the AGM from members is Monday 20 July 2009.
- Motions will be circulated to members by the 5 August 2009.
- Amendments to motions must be received by Friday 4 September 2009.
- If your named representative cannot attend the meeting and wishes to vote, you can appoint a proxy to vote on your behalf. Proxy forms will be sent to you at the end of July 2009 and will need to be returned by Friday 4 September 2009.

Election of Trustee Board and Honorary Officers 2009/10

- Nominations for Honorary Officers and Trustee Board members for 2009/10 will be invited in February 2009.
- Nominations must be received by Thursday 30 April 2009.
- Ballot papers will be sent to you, if necessary, in mid June 2009.
- Deadline for return of ballot papers is Friday 4 September 2009.

Please note that all constitutional information will be sent out to your nominated representative via email and will be available on our website <http://www.navca.org.uk/about/const/> unless you have made a request to have this information in hard copy format.

Membership

Membership subscription invoices will be sent to members in March 2009. Failure to pay the membership subscription will mean that the member will not be able to nominate or vote in the NAVCA Trustee Board ballot, submit motions, amendments or vote at the AGM, or receive member services from NAVCA.

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February

- Invitation to nominate NAVCA Trustee Board members and Honorary Officers for 2009/10
- Reminder email to Chief Officers: Trustee Board and Honorary Officer nominations

March

- Reminder for Trustee Board nominations
- Membership subscription invoices

April

- Reminder article: AGM motions deadline 20 July 2009
- Guidance on NAVCA policy making

30 April

- Trustee Board and Honorary Officer nominations
- Receipt of membership subscriptions

May

- Reminder in editorial: AGM motions deadline 20 July 2009

June

- NAVCA Trustee Board and Honorary Officer ballot forms

20 July

- Receipt of motions for AGM

July

- Formal notification of AGM 2009
- AGM papers including motions and proxy forms (5 August deadline for posting)

August

- Request to forward AGM papers to nominated representative, ballot papers to be returned by deadline

4 September

- Receipt of amendments to AGM motions
- Receipt of ballot forms for Trustee Board members and Honorary Officers
- Receipt of proxy forms

Week beginning Monday 14 September 2009

Conference and Annual General Meeting
(Date of AGM to be confirmed)

October

- Report of AGM resolutions
- Report of NAVCA Trustee Board 2009/10

December

- NAVCA Constitutional Diary 2010
- Trustee Board contact details 2009/10

- Deadlines
- Sent out in *Circulation* and/or *LINX*
- Sent out as separate mailing or electronically (unless specified otherwise)

NAVCA staff contact:

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