



Suffolk Refugee Support
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Registered Charity No: 1078794
Company No: 03894990

September 2018

Dear Friend,

We have great pleasure in inviting you and a guest to the 19th AGM of Suffolk Refugee Support to be held at the time, date and location given below.

Time: 7.00pm
Date: Thursday 11th October 2018
Location: Museum Street Methodist Church
17 Black Horse Lane
Ipswich, Suffolk, IP1 2EF

Some parking is available at the Church on a first come first served basis. Access to the venue will be via the Black Horse Lane entrance rather than Museum Street.

Please find attached the following documents for your attention:

- Agenda
- Attendance reply slip (Please return ASAP)
- Membership form
- Trustee biographies
- Trustee nomination form
- Annual Report 2017-18
- Minutes of last year's meeting

Members wishing to submit a motion to the general meeting should give 14 days' notice of the wording of the motion to the secretary.

We have 1 vacancy for a voluntary Trustee to be appointed at the AGM. We invite you to contact us if you know of anyone who would be prepared to commit to joining our management team which meets one evening per month. We especially welcome interest from anyone with an HR, business, legal or finance background and those with property expertise.

We also have two trustees who are currently co-opted and need to be formally voted onto the board.

You may be aware that our Articles of Association state that nominations to the post of Trustee must be made by a member, in writing to the Secretary, not more than 21 and not less than 4 clear days before the date of the AGM.

Our Articles of Association further state that only members can vote, therefore we will be issuing voting cards to our members at the AGM. Please join us as a member if you wish to vote.

If you need anymore information please feel free to phone and discuss this with Rebecca Crerar on 01473 400786 or Ian Stewart, Chair, on 01473 727982.

We look forward to seeing you on the **11th October 2018**.

Yours sincerely,

Kate O'Driscoll, Secretary SRS

Supported by:



SUFFOLK
Community
Foundation

