



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

September 2017

Dear Friend,

We have great pleasure in inviting you to the 18<sup>th</sup> AGM of Suffolk Refugee Support to be held at the time, date and location given below.

**Time: 7.00pm**  
**Date: Thursday 12th October 2017**  
**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 2016-17
- 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 3 vacancies for voluntary Trustees 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 up for re-election and one trustee who is currently co-opted who needs 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 **12<sup>th</sup> October 2017**.

Yours sincerely,

Kate O'Driscoll, Secretary SRS

Supported by:

