



**National
Long Term
Survivors
Group**

National Long Term Survivors Group
BM LTSG
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August 2017

Dear Member

This letter is to notify you of the next Annual General Meeting (AGM) of the National Long Term Survivors Group

Date: Friday 22nd September 2017 **Time:** 19.45pm. **Enclosures:**

- 1) Trustee nomination slip and acceptance of nomination slip (willingness to stand)
- 2) Resolutions slip

If you wish to stand as a trustee, please find someone to nominate you and fill in the attached nomination slip. If you wish to nominate another member, please ensure that you have discussed this with them first. Return the signed nomination slip to the above address. You may fill in both sections of the form before returning it or, you may send your nomination and acceptance slips separately to the above address. We encourage everyone wishing to become a trustee to include a short written statement about themselves and why they wish to stand. This will be circulated with the voting papers to give members some background information so that they can make an informed decision.

Should you wish to propose any resolutions, please fill in the attached resolutions slip and return it by email or to the above address. If you put forward a resolution (especially if you do not intend to attend the AGM), please provide a short description of your resolution so that voters can make an informed decision. Please ensure that all of the above correspondence is returned to the NLTSG by **27th August 2017**. Please note that if you are replying by post, you should allow 10 days for paperwork to reach because it is delivered via a London PO Box.

Please read the Charity Commission declaration before nominating yourself to stand as a trustee; you can find this at the end of the nomination slips. If there are any questions relating to the above matters please leave a message on 0796 743 0797 or email mail@nltsg.org.uk

Timetable of Process

11 th August	27 th August	3 rd September	21 st September	22 nd September
First notice of AGM	Nominations & resolutions returned.	Final notice of AGM with Proxy/ Postal vote slips	Proxy, postal & email votes returned	AGM

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Maurice Greenham'.

Maurice Greenham, Secretary, NLTSG

Nomination for a member of the board of trustees

I _____ being a member of the National Long Term Survivors

Group nominate _____ who is also a member of the National Long Term Survivors Group to be a serving Trustee as of 22nd September 2017.

Signed: _____ Date: _____

Please ensure that you have discussed this nomination with the member you are nominating prior to sending in this form.



Acceptance for nomination to be a member of the board of trustees

I _____ being a member of the National Long Term Survivors Group wish to accept the nomination to be a serving trustee as of 22nd September 2017.

Signed: _____ Date: _____



Please enter below any resolution you wish to present at the AGM 2017

Number	Proposed Resolution	Proposed By
1.		
2.		

You may continue on a separate page if necessary.

Please submit a short background to your resolution. This will be circulated with the voting paperwork. You may submit resolutions by email or post. If you cannot attend the AGM, you may still propose a resolution. Please send some explanatory notes or brief someone to speak on your behalf.

Charity Commission Declaration of eligibility for newly appointed trustees

The Charity Commission requires a prospective trustee of a Charity to make the following declaration:

I am not disqualified from acting as a charity trustee and that:

I am aged 18 years or over at the date of this election or appointment;

I am capable of managing and administering my own affairs;

I do not have an unspent conviction relating to any offence involving deception or dishonesty;

I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors (ignore if discharged from such an arrangement);

I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986;

I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.