

Internal NAVCA constitutional diary 2010

Below are the key dates for membership and constitutional matters for 2010. They are also presented in calendar form overleaf, to help you link in with your own committee cycles.

Finance and General Purposes Committee meetings

- 7 January 2010 (8 months accounts, draft budget)
- 11 March 2010 (10 month accounts, expense rates)
- 24 June 2010
- 16 September 2010 (5 months accounts, insurance review)

Trustee Board meetings

- 4 February 2010 - Birmingham
 - 29 April 2010 – Sheffield (overnight on the 28 April)
 - 21 July 2010 - London
 - 14 October 2010 – Sheffield (overnight on 13 October. Last meeting of the 2009/10 Board)
- 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 on 4 November 2010 at the annual conference.
- Deadline for the receipt of motions for the AGM from members is 10 September 2010.
- Motions will be circulated to members by the 24 September 2010.
- Amendments to motions must be received by Tuesday 26 October 2010.
- 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 in September 2010 and will need to be returned by Wednesday 28 October 2010.

Election of Trustee Board 2010/11

- Nominations for Trustee Board members for 2010/11 will be invited in February 2010.
- Nominations must be received by Thursday 30 April 2010.
- Ballot papers will be sent to you, if necessary, at the start of September.
- Deadline for return of ballot papers is Friday 22 October 2010.

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February

- Invitation to nominate NAVCA Trustee Board members for 2010/11
- Reminder email to Chief Officers: Trustee Board nominations

March

- Reminder for Trustee Board nominations
- Membership subscription invoices

30 April

- Trustee Board nominations
- Receipt of membership subscriptions

June

- Reminder article: AGM motions deadline 8 September 2010

July/August

- Reminder in editorial: AGM motions deadline 8 September 2010

8 September

- Receipt of motions for AGM

September

- Formal notification of AGM 2010
- AGM papers including motions and proxy forms (22 September deadline for posting)
- NAVCA Trustee Board ballot forms

22 October

- Last day for receipt of ballot papers.

26 October

- Receipt of amendments to AGM motions
- Receipt of proxy forms

Week beginning Monday 2 November 2010

- Conference and Annual General Meeting
AGM 4 November 2010

November

- Report of AGM resolutions
- Report of NAVCA Trustee Board 2010/11

January

- NAVCA Constitutional Diary 2011
- Trustee Board contact details 2010/11

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

NAVCA staff contact:

Nikki Burton Finance and Resources Manager