

Thursday, 8 December 2016

Dear Affiliate,

Notification of ACTSA AGM and Conference 2016/17– 25 March 2017, 11 to 16.00, Unite House, 128 Theobalds Road London, WC1X 8TN

ACTSA's 2016/17 Annual General Meeting (AGM) will take place from 11am on Saturday, 25 March 2017. Immediately following the AGM from 2 to 4pm will be the ACTSA annual conference with speakers from Southern Africa.

The AGM elects the ACTSA National Executive Council (NEC), decides on motions and approves ACTSA's plan for 2017/18.

The 2016/17 AGM will receive a report and proposals from the NEC on establishing a charitable ACTSA. This is likely to have implications for the current constitution and structure of ACTSA.

The closing date for **motions** to the AGM and **nominations** for the ACTSA National Executive Council (NEC) is **9am Monday 13 February**. Forms for nominations and motions are attached. Extra copies are available from the ACTSA office or on our website www.actsa.org. Motions and nominations can be submitted by email to info@actsa.org (please put AGM in the subject box) or by post to the address above.

Delegates should be registered for the AGM as soon as possible and by 14 March at the latest to allow time for papers to be sent by post. A registration form is enclosed and more are available on the website or from ACTSA. Registration forms can be submitted by email to info@actsa.org or by post.

There is no charge for attending the AGM. If you want lunch at the venue on the day this must be booked in advance and there is a charge of £5. The number of voting delegates depends on the size of your organisation. You can also register non-voting observers.

National organisations:

- _ Up to 100,000 members – 2 delegates
- _ Up to 500,000 members – 3 delegates
- _ Up to 1,000,000 members – 4 delegates
- _ Over 1,000,000 members – 5 delegates

Local and regional including branches of national organisations–1 delegate.

ACTSA Cymru, ACTSA Scotland and recognised ACTSA Local Groups and ACTSA Regional Committees – 2 delegates

Immediately following the AGM from 2 to 4pm will be the ACTSA annual conference with speakers from Southern Africa

If you have any queries do not hesitate to get in touch. I hope you will be represented at the AGM and conference and look forward to seeing you there.

With best wishes,



Tony Dykes

Director

Attached: Motions form, nominations form, registration form