7 December 2016

**TO ALL MEMBERS OF THE BRANCH**

Dear Member

**20th ANNUAL GENERAL MEETING - WEDNESDAY 1 MARCH 2017**

**CIVIC HALL, WALLASEY TOWN HALL at 12.15pm**

**BRANCH OFFICE, SANDFORD STREET, BIRKENHEAD at 4.30pm**

You are warmly invited to attend one of the aggregate Annual General Meetings of the Branch which will take place on **Wednesday, 1 March 2017 at 12.15pm in the** **Civic Hall, Wallasey Town Hall** or **4.30pm in the** **Branch Office.**  An aggregate AGM is being held to maximise the active participation of members. Members can only be counted as being in attendance at one of the meetings and can vote at only one meeting also.

The preliminary agenda for the meetings is attached.

If you wish to submit a motion for discussion at the AGM’s it should be sent to the Branch Office, with the name of the proposer and seconder, by no later than **12.00 noon** on **Wednesday, 11 January 2017**. The proposer and seconder must be present at both meetings. The motion will be moved and seconded at the first meeting only, and a vote will be taken at both meetings and added together to ascertain if the motion has been carried or lost.

The AGM’s will elect your Branch Officers, and ratify the election of Stewards and Workplace Representatives. Nomination forms to elect these positions are attached and must be received at the Branch Office by no later than **12.00noon** on **Wednesday, 11 January 2017**. Further information on the duties of all positions are available from the Branch Office. The Branch Officer positions for election are:

Branch Secretary Branch Vice-Chair

Branch Chair Branch Negotiator

Branch Treasurer Assistant Branch Secretary

Communications Officer Education Co-ordinator

Equalities Officer Health and Safety Officer

International Relations Officer Labour Link Officer

Lifelong Learning Co-ordinator Membership Services Officer

Sports and Social Officer Womens Officer

Welfare Officer Young Members Officer

Retired Members Secretary Branch Auditors (2)

Young Members Officer – must be under 27 years old for the full term of office

Retired Members Secretary – to be elected by retired members only

Labour Link Officer – to be elected by members who pay the political levy only

Yours sincerely

**PADDY CLEARY**

**BRANCH SECRETARY**