



# Gujarati Cultural Society

Date 26<sup>th</sup> March 2019

Dear Member

Notice is hereby given of the Annual General Meeting to be held on Sunday 21st April 2019 at 5.00 P.M to 7 P.M., at the Swaminarayan Temple, 79A Trafalgar Road, Portslade East Sussex BN41 1XD

Attached are:

- AGM minutes held on 8<sup>th</sup> April 2018.
- the agenda for this meeting .
- Nomination paper/election form

At the meeting, members will have the opportunity to:

- find out about GCS's operations and finances
- ask questions about the operations and finances of GCS
- speak about any items on the agenda
- vote on any resolutions proposed.

At the meeting, members will be asked to vote to:

- accept the minutes of the last annual general meeting
- accept the annual report
- accept the auditor's report
- accept the annual financial statements
- Appoint auditor.
- elect office bearers

Regards

Mahindra Chauhan

Secretary



# Gujarati Cultural Society

## Proposed Agenda:

1. Welcome
2. Opening Prayers
3. Introduction of Committee
4. Approval of last AGM minutes for 8TH April 2018
5. Matters arising from the minutes of last AGM
6. Trustee's Report
7. President's Report
8. Secretary's Report
9. Treasurer's Report
10. Approval of Accounts 2018
11. Appointment of Auditors for 2019
12. Any other business
13. Present committee resigns and the appointed returning officer(s) take over for Nominations/ Elections
14. Introduction of new committee
15. Closing Prayers
16. Refreshments



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## Procedures of Nominations/Elections at the AGM

Nomination papers must be filed with the secretary, at least 7 days before the AGM

A candidate who has correctly filed his/her nomination paper, it may not be necessary for him or her to be present at the at this meeting

Nominations may be invited from the floor (if necessary).

If the number of nominations exceeds the stipulated number of vacancies for the executive Committee, then the election will be by ballot, and in case sufficient numbers of nomination are not received for membership of the committee, then the vacancy may be filled by the incoming executive committee members.

### Please Note;

- 1) Please apply to serve on the committee only if you are able to attend meetings Regularly and can contribute constructively and positively to the running of the society.
- 2) Please file Nomination papers with the secretary in an envelope clearly marked, PRIVATE AND CONFIDENTIAL—NOMINATION PAPERS.
- 3) Please return the nominations paper duly filled before  
The AGM is for the society's members and only 'paid' members are eligible to vote
- 4) Children will not be allowed in the meeting hall.

### NOMINATION PAPER – 2019/2020

Name of candidate.....

Address .....

Telephone No .....

Signature of candidate .....

Proposed by (Name and Address) .....

Signature .....

Seconded by (Name and Address) .....

Signature .....

Date .....



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We are looking for some volunteers to join the Committee of the GCS. We specifically require individuals with the following skill sets. The position is open to men as well as women.

Roles which need to be fulfilled.

	Role	Skills required	Time Commitment
1	Communications manager	This is an outward looking role for someone who understands social media and can write short pieces for the social media to advertise events as well as write 3 newsletters per annum to members who do not use social media.	1 to 2 hours a month
2	Event organiser / project manager	This is the project manager type role - for someone who can help coordinate an event and the volunteers. The individual should be able to lead. Some project management skills would be good too.	Depends on the event - role can be shared.
3	Halls and venue booking assistance	Ability to book halls and venues in advance and keep a diary of what venues are available and develop a relationship with people who look after these venues to be able to obtain the best venues for our events.	No more than 6 - 10 hours per annum (perhaps less)
4	Coordinator with the Elders group	We need to appoint a person who will liaise with this Group.	3-5 hours per annum

You don't have to attend committee meetings – to undertake these roles – much of the work can be done by email and much of the communication on committee is by WhatsApp and documents are shared by Dropbox.

Please fill in the nomination form – if you can help us with undertaking the above.

Please give a brief description on why you want to be an elected as voluntary and community member to represent the GCS organisation.

Please indicate below which role / position you can help with. Some information about why you would be able to fulfil the above role would be helpful as background. Please provide a telephone number the Secretary Mahindra Chauhan or Treasurer Anant Suchak can call you on to discuss your application.



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NAME	
Address	
Tel Number	Email
Skill you can offer	