

From: [Insert Name]  
**HASSRA [Insert Region]**  
**[Insert Position]**  
[Insert Address]  
[Insert Address]  
[Insert Address]  
[Insert Address]

Tel:  
Mob:  
E-mail:

Date: DD/MM/YY

Dear Colleague

### **HASSRA [Inset Region] AGM [Insert Year]**

The Annual General Meeting of the Association, to which your Club is entitled to send a representative and an observer, will be held at \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_. Refreshments will be available from \_\_\_\_ [insert time] and a buffet<sup>1</sup> will be provided following the meeting.

Attendance at the meeting will be regarded as duty for official purposes with travelling expenses payable for the club delegate and one observer at the normal HASSRA [Insert Region] rates. The HASSRA [Insert Region] Chair, \_\_\_\_\_, has written to Senior Managers asking that the delegate and observer are considered for time off to attend the AGM. If attending please forward a copy of this letter to your Line Manager and apply for Special Leave in the normal way<sup>2</sup>. Any additional observers would be required to arrange flexi or annual leave and meet their own expenses.

**If you have not already done so please provide details of your delegate and any observers attending the meeting on the attached form at Appendix 1. It is important that as many clubs as possible are represented. Please note that NIL returns are required.**

If your club has not as yet submitted audited \_\_\_\_\_ **Accounts** please ensure that they are forwarded to \_\_\_\_\_, HASSRA [Insert Region] Regional Finance Manager, as soon as possible.

#### **Agenda Items**

If your Club has any other business that they would like discussed as part of the agenda, you should also provide details on the attached form at **Appendix 1**.

The **completed Appendix 1 form** should be returned to me **by** \_\_\_\_\_. If you would like any further information about the AGM, or require clarification of any point, please do not hesitate to contact me.

Regards  
[By Email]

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<sup>1</sup> Amend if an Awards Dinner held.

<sup>2</sup> Amend if meeting held outwith office hours.

(To be returned by \_\_\_\_\_)

Name of Club: .....

1. This Club **will** send the following Delegate to the HASSRA [Insert Region] AGM on \_\_\_\_\_.

Delegate Name .....

This Club **will not** be sending a delegate to the HASSRA [Insert Region] AGM this year because (complete if appropriate):

.....  
.....  
.....

2. The Club also wishes to send the following Observers to the AGM (complete if appropriate):

Observer Name(s) .....

.....  
.....  
.....

3. Please include the following items for discussion at the AGM:

.....  
.....  
.....  
.....

Signed ..... Club Chair

Date .....

Please return either by e-mail to \_\_\_\_\_