

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

Advance notice is given that the **HASSRA [Insert Region] Annual General Meeting [AGM]** will be held at _____ on _____. If you are no longer involved with your local club I would be grateful if you could advise me, tell me who the new contact is, and pass this note on to the appropriate person.

Office clubs are entitled to send one delegate to the AGM but any amount of observers from clubs will also be welcome – subject of course to business priorities being met. Expenses will be payable for the nominated delegate and one observer.

It is important that as many clubs as possible are represented in order that we can plan the way forward – this is your opportunity to influence and drive forward the Association's agenda for the coming year – making sure that the necessary level of support is provided by the HASSRA [Insert Region] office and Committee of Management.

Office clubs are reminded that any item of business can be raised at the AGM provided that **not less than 14 days formal notice** has been given. Nominations for election to the Committee of Management should be forwarded to the address above **not less than 14 days prior to the Meeting. Audited accounts** of all affiliated clubs should be forwarded to the Regional Business Partner, at the above address **as soon as possible** and certainly **no later than** [confirm date with RFM].

It would be appreciated if you could contact me to advise the names of your delegate and any observers **as soon as possible** and certainly **no later than** _____. Similarly, if your club is unable to send a representative to the meeting please contact me to tender your apologies. **NIL RETURNS ARE REQUIRED.**

Regards
[By E-mail]