

Dear UNISON Member,

I am writing to provide you with details of **North West Black Members Committee Annual General Meeting on Thursday 2nd November 6.00pm**. The meeting will be held at the UNISON Regional Centre, Arena Point, 1 Hunts Bank, Manchester M3 1UN. However, a link to join virtually can also be provided. It will be held from 5.30pm -7.30pm In line with the committee's constitution it is necessary to provide you with the timeline for the AGM arrangements:

	Timeline	Date
Notification of Annual General Meeting is sent & request for agenda items and nomination for positions	at least 6 weeks prior to the date of the AGM	By 22 nd September 2023
Nominations Close for Positions	At least 4 weeks prior to the AGM	By 5 th October 2023 – 12.00 noon
Ballot opens if needed	At least 4 weeks prior to the AGM	Friday 6 th October 2023 – 12.00 noon
Ballot Closes		Thursday 19 th October 2023 – 12 noon
Results to be notified at the AGM		Thursday 2 nd November 2023
Any agenda items must be received	5 days before the agenda is due to be sent out	By Thursday 12 th October 2023
Final agenda will be sent out to all committee members	2 weeks before the meeting	By 19 th October 2023

Any urgent agenda items must be notified to the Chair before the start of the meeting and will be added to the agenda at the discretion of the Chair. **It is also necessary under our constitution that all officers of the committee provide a report - which should include any recruitment initiatives and can include events, geographical, branch, workplace issues.**

If you wish to stand for a position you should do so by completing the form attached and returning it to j.warburton@unison.co.uk not later than **5th October 2023 12 noon**.

If you have any questions about the nomination process please don't hesitate to contact J.warburton@unison.co.uk. Jane can arrange a virtual meeting to go through the nomination form with you and obtain more details about any seats you might be interested in standing for.

Please could you let me know if you will be in attendance and if you have any special food requirements.

For those attending the meeting in person, please contact me if you have any access requirements that would necessitate additional support in the event of an emergency evacuation.'

If you are unable to attend the AGM please send your apologies so these can be recorded- written reports will be accepted and distributed with the final agenda.

Kind regards

Jane Warburton
UNISON
07903853022

Amira Taha
Chair Black Members Committee