

Dear Member

The Board of Trustees hereby notify the membership that the **Annual General Meeting is to be held on Friday 7th February 2014** at a venue and time in London to be confirmed.

The following Notices are hereby served to the membership -

1. Notice inviting nominations for two vacancies as an Elected Trustee :

- A nomination for appointment as an Elected Trustee shall be made by not less than two Members in writing in a form approved by or on behalf of the Trustees (agreed that email constitutes a suitable electronic means)
- Signed by the nominee to indicate his / her willingness to serve if elected (agreed that e-signature constitutes a suitable electronic means)
- Delivered to the Charity (by email to jem.shuttleworth@musicmark.org.uk) not less than 60 days before the AGM – due on or before 12 noon on **Monday 9th Dec 2013**.
- An election will, if required, be held prior to the AGM in accordance with the Byelaws.
- A Trustee may not act as a Trustee unless he /she in the case of an Elected Trustee is a member ; has signed a written declaration of willingness to act as a charity trustee of the Charity ; is not disqualified or has not been removed under Article 3.12.
- Elected Trustees shall serve for a term of three years ending on the third AGM following the AGM of his or her election.
- A retiring Elected Trustee may be reappointed subject to nomination in accordance with the above but no Elected Trustee may hold office for more than three terms of service.

2. Notice inviting nominations for Regional Head of Music Service Representative :

- A nomination for appointment as a Regional Head of Music Service Representative shall be made by not less than two Members whose registered address is in the relevant area for the Region in writing in a form approved by or on behalf of the Trustees (agreed that email constitutes a suitable electronic means)
- Signed by the nominee to indicate his / her willingness to serve if elected (agreed that e-signature constitutes a suitable electronic means)
- Delivered to the Charity (by email to jem.shuttleworth@musicmark.org.uk) not less than 60 days before the AGM – due on or before 12 noon on **Monday 9th Dec 2013**
- A Regional Head of Music Service Representative may not act as a Regional Head of Music Service Representative unless he /she is a member and has signed a written declaration of willingness to act as same.
- A Regional Head of Music Service Representative shall hold office for a period of one year but if he or she remains eligible under the Byelaws may be re-appointed subject to a maximum period of service as a Regional Head of Music Service Representative of three years.

3. Notice inviting nominations for Regional Individual Member Representative :

- A nomination for appointment as a Regional Individual Member Representative shall be made by not less than two Members whose registered address is in the relevant area for the Region in writing in a

form approved by or on behalf of the Trustees (agreed that email constitutes a suitable electronic means)

- Signed by the nominee to indicate his / her willingness to serve if elected (agreed that e-signature constitutes a suitable electronic means)
- Delivered to the Charity (by email to jem.shuttleworth@musicmark.org.uk) not less than 60 days before the AGM – due on or before 12 noon on **Monday 9th Dec 2013**
- A Regional Individual Member Representative may not act as a Regional Individual Member Representative unless he /she is a member and has signed a written declaration of willingness to act as same.
- A Regional Individual Member Representative shall hold office for a period of one year but if he or she remains eligible under the Byelaws may be re-appointed subject to a maximum period of service as a Regional Head of Music Service Representative of three years.

4. **Please note that :**

- To further support the nominations by Region process it is intended that following the Conference the membership will be emailed to confirm the Region in which they are registered.
- This email has only been issued to those whose status is that of holding membership of The UK Association for Music Education – Music Mark.
- Any nominations received to date will be considered to have been delivered to the Charity before the deadline of 12 noon on Monday 9th Dec 2013.

Best wishes.

Jem

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