

Dear Member

The Board of Trustees hereby notify the membership that the **Annual General Meeting** of The UK Association for Music Education – Music Mark is to be held at **4pm on Thursday 5th February 2015** in London.

As directed by the Articles of Association and Byelaws of The UK Association for Music Education – Music Mark (sited on the Music Mark website) nominations for two Elected Trustees are now being sought in response to the retirement of Nigel M Taylor as an Elected Trustee in Sept 2014 and the agreed cycle of retirement at the AGM of one of the current serving Elected Trustees, Tony Mealings.

In accordance with the Byelaws Item 10 and subject to Article 3 Elected Trustees shall be elected from among the members in the following manner :

1. 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) ;
2. Signed by the nominee to indicate his / her willingness to serve if elected (agreed that e-signature constitutes a suitable electronic means) ;
3. Delivered to the Charity (by email to jem.shuttleworth@musicmark.org.uk) no later than 12 noon on Sunday 7th Dec 2014, 60 days before the AGM.
4. This email constitutes notice, duly served 86 days ahead of the AGM, and will be sited on the Music Mark website.
5. An election will, if required, be held prior to the AGM in accordance with the Byelaws.
6. 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.
7. Elected Trustees shall serve for a term of three years ending on the third AGM following the AGM of his or her election.
8. A retiring Elected Trustee may be reappointed subject to nomination in accordance with Points 1-3 as above but no Elected Trustee may hold office for more than three terms of service.
9. This email has only been issued to those whose status is that of holding membership of The UK Association for Music Education – Music Mark.

If there are any questions regarding the role, responsibilities and skill set identified as required to be an elected trustee for the organisation, particularly as the organisation looks from January 2015 onwards to develop new funding streams and build partnerships to support with providing additional membership benefits, then please feel free to contact me.

Best wishes.

Jem

Jem Shuttleworth

General Manager

The UK Association for Music Education – Music Mark

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