

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

Tel:
Mob:
Courier:

Local Club Chairs

Date:

Dear Colleague

HASSRA [Insert Region] Annual General Meeting (AGM)
Election of Regional Committee _____

At the HASSRA [Insert Region] AGM on _____, the election will be held for the _____ Committee of Management and nominations are now invited. The majority of the current committee will be standing for re-election but it is likely that there will be at least _____ vacancy to be filled.

If your club would like to make a nomination please see the '**HASSRA [Insert Region] Committee of Management Prospectus**' attached. Nomination forms and Pen Pictures should be returned me at the address above **by** _____.



F Regional
Committee Prospectu

Also, if your Club has any '**motions**' that you would like to put to the AGM for discussion, then please complete the attached form at **Appendix 1** and return me at the address above **by** _____.

If you would like any further information regarding the AGM, please contact me.

Regards
(by e-mail)

Appendix 1

(AGM Motions _____)

(To be returned by _____)

Name of Club:

This Club wishes to put the following motion(s) to the AGM to be held on _____

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Signed **Club Chair**

Date

Please return by e-mail to