

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]