



**ALLIANCE FRANÇAISE DE HAMILTON INCORPORATED,
CC49769**

NOTICE OF ANNUAL GENERAL MEETING

**WHEN: 10am Saturday 03 December 2022
TRUST WAIKATO
4 LITTLE LONDON LANE, HAMILTON**

The current Secretary, Treasurer and some Committee members are willing to continue in their roles next year, however the positions are open for election every year, and we invite other people interested to participate. Nominations are now open for our Officers and Committee, and an election will be held for any position with more than one candidate.

Please email nominations to alliancefrancaisehamilton@gmail.com by 5pm Monday 28 November 2022.

The Committee of the Alliance Française de Hamilton

COMMITTEE ROLES

PRESIDENT: represent the society; preside at Committee meetings and General Meetings of the society; ensure compliance with the constitution rules; provide guidance to the Society.

VICE-PRESIDENT: currently vacant, supports the President and replaces them when not available

SECRETARY: keep a register of members, keep accurate minutes recording the business transacted at Committee meetings and General Meetings of the society; file statutory returns for the Society (other than tax returns) and notify changes to the Committee to the appropriate authorities including Charities Services; issue notices calling General Meetings and Committee meetings.

TREASURER: to keep correct books of account; to provide regular reports to the Committee on the financial position of the society; to report on the financial position of the society to the Annual General Meeting

COMMITTEE MEMBERS: participate in monthly Committee meetings; help make decisions on French classes and fees; guide the work of the Class Co-ordinator; develop the Events Calendar; take responsibility or assist in organising and hosting events hosted directly by the Alliance or in collaboration with other parties; take turns facilitating tables at the monthly French breakfasts if no teachers are available, maintain the Alliance Française Hamilton website, Facebook and other social media pages; source content and edit Restez Connectés newsletter; liaison with sponsors and other organisations; manage the AF Hamilton library, other activities as required to support the mission of Alliance Française de Hamilton. Particular responsibilities are assigned taking account of capability, interest and availability and the Committee has been able to flexibly adjust and support each other during the year so Committee members contribute when they can, but other people have been able to take up the load in busy times.

MEETINGS: Take place Face to Face or on Zoom. Timetable varies according to Committee member availability but for most of this year has alternated one month on Wednesday evening, one month on Sunday so the Class Co-ordinator can attend.

NOMINATION FORM FOR ALLIANCE FRANÇAISE DE HAMILTON INCORPORATED, CC49769

I hereby nominate _____

For the position of:

President

Vice-President

Secretary

Treasurer

Committee Member

(Please delete the non-applicable office)

Nominated by: (Name & signature)	
Seconded by: (Name & signature)	
Nominee's signature	
Date	

Please forward nomination forms to alliancefrancaisehamilton@gmail.com.