



**ALLIANCE FRANÇAISE DE HAMILTON INCORPORATED,  
CC49769**

**NOTICE OF ANNUAL GENERAL MEETING**

**WHEN: 10am Saturday 11 December 2021  
BY ZOOM**

The current President, Vice-President, Secretary and many 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](mailto:alliancefrancaisehamilton@gmail.com) by 5pm Wednesday 24 November 2021.

**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; 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.

**NOMINATION FORM FOR ALLIANCE FRANÇAISE DE HAMILTON INCORPORATED, CC49769**

NB All parties nominating or accepting a nomination must be members of the Alliance Française de Hamilton Incorporated. The membership due of financial members must be paid up to date to be able to make or receive a nomination. Life Members are exempted from Membership fees but may nominate and receive nominations.

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](mailto:alliancefrancaisehamilton@gmail.com). If you are unable to get signatures on the form due to Covid-19 alert level restrictions please include emails between the Nominee, Nominator and Seconder to confirm agreement with the nomination in lieu of signature.