

## Woking Sea Cadets and Royal Marines Cadets

### Training Ship Dianthus

Dianthus Building, Wishbone Way, Goldsworth Park, Woking, Surrey, GU21 3RT

A charity registered in England and Wales # 305146

#### WOKING SEA CADET UNIT

#### NOTICE OF AGM MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of Woking Sea Cadet Unit will be held at the Dianthus building at 7 p.m. on Thursday 20<sup>th</sup> October 2022 to transact the following business.

#### AGENDA

1. Apologies for absence
2. Opening address by Chairman
3. Minutes of the last AGM for approval
4. Matters arising from minutes of the last AGM
5. Unit Chairman's Report
6. Commanding Officer's Report
7. Treasurer's Report and adoption of accounts
8. Election/Re-election of the Unit Management Team (UMT)\*
9. Any Other Business\*\*

#### \*Notes:

- Election of the Unit Management Team (UMT) trustees – Individuals who are seeking election to the UMT must have their nomination proposed and seconded.
- Nominations can only be accepted if they are submitted on the official nomination form which can be obtained from Mr C Evans at the unit.
- Forms will be available from Monday 26<sup>th</sup> September 2022.
- The criteria as to who is eligible to sit on the UMT can be found in the unit's charity constitution (SCSC). Please contact Mr Evans for details.
- Any waiving of these criteria is at the discretion of the Volunteer & Business Support Manager (VBSM).
- Only fully completed forms will be accepted.
- Proof of posting is not proof of receipt.

Fully completed nomination forms need to be received by Mr Evans by 1<sup>st</sup> post on Monday 17<sup>th</sup> October 2022.

All newly elected UMT trustees will be required to complete a disclosure application, complete a P1 form – application to join Sea Cadets which includes a Trustee Declaration indicating that they know of no reason why they cannot become a charity trustee, complete three online e-learning courses within two months and an Induction Day within 6 months of joining.

\*\* **Note:** Any Other Business – items of AOB will only be considered if they are proposed and seconded in writing to Mr Evans at least 24 hours before the meeting.

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WOKING UMC TRUSTEE NOMINATION FORM – October 2022 AGM

|              |  |                              |
|--------------|--|------------------------------|
| Nominee Name |  | Issue No.                    |
| Address      |  |                              |
| Telephone    |  | Connection to unit* (if any) |
|              |  |                              |
| Proposed by  |  | Signature                    |
| Address      |  |                              |
| Telephone    |  | Connection to unit* (if any) |
|              |  |                              |
| Seconded by  |  | Signature                    |
| Address      |  |                              |
| Telephone    |  | Connection to unit* (if any) |

- Individuals who are seeking election to the UMT must have their nomination proposed and seconded.
- Nominations can only be accepted if they are submitted on this official nomination form (hard copy or electronically).
- Only fully completed forms will be accepted - Post to C Evans, Dianthus Building, Wishbone Way, Goldsworth Park, Woking, Surrey, GU21 3RT o Email [cevans@wokingseacadets.org.uk](mailto:cevans@wokingseacadets.org.uk).
- There are criteria laid down in Sea Cadet Regulations (SCR) as to who is eligible to sit on the UMC. Please see SCR or contact Mr Evans for details.
- Any waiving of these criteria is at the discretion of the Area Volunteer Business & Support Manager.
- Proof of posting/sending is not proof of receipt.
- All elected nominees will be required to undergo a criminal record disclosure and to complete a form P1 – application to join SCC.
- All elected individuals will have to attend an adult induction course within 6 months of joining UMC.

**Fully completed nomination forms need to be received by Mr Evans by 17<sup>th</sup> October 2022.**

\* **Connection to Unit** means any links you may have with the Unit, such as parent, spouse of a member of staff, relative, and benefactor etc. If none, then please state this.