

EVERYMAN THEATRE CARDIFF LIMITED

NOTICE OF ANNUAL GENERAL MEETING 2018

Notice is hereby given the Annual General Meeting (AGM) of the company will be held at 7.30pm on Wednesday, 19th September in the Everyman Club Room, Chapter Arts Centre, Market Road, Canton Cardiff.

Further take notice that elections will take place at the AGM for the following offices:

Chair

Vice Chair / Festival Chair

Treasurer

Company Secretary

Marketing officer

Club Night co-ordinator

Membership officer

8 Ordinary Members

Please note that nominations must be sent to Sue Osmolska (Company Secretary) either online to [secretary@everymantheatre.co.uk](mailto:secretary@everymantheatre.co.uk) or to her by post to:

Sue Osmolska (Secretary),  
Everyman Theatre Cardiff Ltd.,  
Chapter Arts Centre,  
Market Road,  
Cardiff, CF5 1QE

Nominations must be received by the Company Secretary by **midnight, Tuesday August 28<sup>th</sup> at the very latest**. Nominations received after that date will be invalid.

A member of Everyman Theatre must be nominated by another member of Everyman Theatre and the nominee must sign the nomination form confirming that they agree to be so nominated.

A nomination form is attached to this Notice

**NOMINATION FORM - MEMBERSHIP OF EVERYMAN BOARD**

I wish to nominate ..... for the position of:  
(Please indicate below)

- Chair
- Vice Chairman / Festival Chair
- Treasurer
- Company Secretary
- Marketing officer
- Club Night co-ordinator
- Membership officer
- Ordinary Member

(Please note that there are **eight** Ordinary Member positions to be filled)

Signed & dated (by the person making the nomination)

.....

I confirm I accept the nomination

Signed & dated

.....

Complete the above details and send it to Sue Osmolska (Company Secretary) online [secretary@everymantheatre.co.uk](mailto:secretary@everymantheatre.co.uk) by **Midnight, Tuesday August 28<sup>th</sup> at the very latest**. Nominations beyond that date will be invalid.

Or If you prefer you could print it off and post or deliver it to her at the following address to arrive no later than Tuesday August 28th :-

Sue Osmolska (Secretary),  
Everyman Theatre Cardiff Ltd.,  
Chapter Arts Centre,  
Market Road,  
Cardiff, CF5 1QE

Please write below in more than 50 words **“Why I want to be on the Everyman Board?”** and please keep within the limit of 50 words. Words beyond 50 will be deleted for the sake of fairness. Attach a separate sheet if this is easier.

Enclose a recent photo of yourself to help those voting to “put a face to a name”.