



CONVENING NOTICE OF BWPA ANNUAL GENERAL MEETING

1. Notice is hereby given of the Sixty Third Annual General Meeting of the British Women Pilots' Association Limited to be held at 11.00 am on Sunday 2nd December 2018 at The Magnolia Park Hotel (Best Western), At Boarstall, Bucks, notified on the BWPA website. <http://bwpa.co.uk/event/bwpa-2018-agm-and-christmas-lunch/> where it is co-located with the Christmas Lunch and Awards. Members may simply attend the AGM, which is free.
2. Our standard draft Agenda Items are:
 - Apologies for absence
 - Minutes of the previous meeting, 62nd Annual General Meeting – 10th December 2017 circulation of
 - Chairman's Report (BWPA Annual Report).
 - Financial Statement.
 - Annual Accounts.
 - Financial planning, including:
 - i. Forward Planning.
 - ii. Agreement of BWPA subscription rates.
 - Annual Review of BWPA Rules.
 - Appointment of Auditors / Independent Examiners.
 - Declaration of Officers and Members of the Committee for (2018) 2019.

If you have additional items for the Agenda or you have proposed amendments to our Rules please contact the Hon Secretary on secretary@bwpa.co.uk by no later than **3 November 2018**. This is permit time for circulation of the correct paperwork.

3. In accordance with the BWPA Rules all Committee Members stand down annually as at each AGM and Committee Members (currently standing again) are:
 - Officers are:
 - Julie Westhorp (Chairwoman)
 - Marion Wooldridge (Deputy Chair)
 - Nicola Rowan (Hon Treasurer)
 - Beverley Harrison (Hon Secretary)
 - Ordinary Committee Members are:
 - Annabel Cook
 - Bronwyn Fraser
 - Helen Hennessy
 - Sharon Nicholson
 - Cheryl Sullivan
 - Sue Tuddenham
 - Two Ordinary Committee Members have or will stand-down as at AGM 2018. A further two Officers and plus two Ordinary Committee members will stand down as at

AGM 2019; accordingly, to maintain continuity, we propose that 4 members be considered for inclusion at the 2018 AGM.

4. The Honorary Officers and Ordinary Members of the Committee are elected by postal ballot before the AGM every year, although if one person only is nominated for a vacancy she shall be deemed to be duly elected and no ballot papers shall be issued. The results of the elections shall be declared at the AGM. (We have tended to nominate one or less per vacancy, please do not assume this to be the only way! If there are any queries check the Rules or ask the Chairwoman or Secretary. Full members of the BWPA are entitled to nominate Honorary Officers and Ordinary Members from full members of the Association. Associate Members are not entitled to nominate, or to vote. (Only a retiring member of the outgoing Committee is eligible for nomination as incoming Chairman.)

5. **Nominations** are invited for the Committee in accordance with our Rules and on the following format. Nominations should be signed by the nominee and the two members nominating. Forms should be submitted to the Hon Secretary, email is acceptable, to secretary@bwpa.co.uk within 21 days of the issue of this notice, accepted no later than Friday 12th October 2018. Please contact the Secretary for a job description and or the Rules, if you need more information, or even need an extension.

6. Working Off-Committee

In addition, there are Members working in off Committee tasks, which spread the work load and increase Membership involvement, listed below:

- **Website** - Amy Chau
- **Newsletter** Editor– Rosemary Clemo
- **Training** – Dorothy Saul-Pooley
- **Sales** – Vacant (interest expressed)
- **STEM and Outreach Coordinator/recorder** – Cat Burton

The Committee is increasing the BWPA's activities in accordance with the Association's Aims and Objectives and often asks for additional volunteers for specific tasks through the BWPA Website and the Newsletter. If you feel that you would like to help anyway, please talk to a committee member or contact the Secretary, as you might be just what we are waiting for.

Nominations are essential for positions both on and off the Committee, particularly to increase the range of ages and experience, whilst assuring our succession planning.

Beverley Harrison
Honorary Secretary

September 2018

If any member is unable to attend the AGM but would like to receive copies of the reports or you would like your apologies recorded, please notify the Hon Secretary at least two weeks before the meeting.