

Shareholders AGM Information

Caverswall Community Society are in the process of preparing for their first Annual Members Meeting which, according to the Society Model Rules, should take place within the last six months of the close of the financial year. Prior to the AGM all members will be sent an information pack which contains:-

- details relating to the process of election and appointment of the board of directors who wish to represent the management committee
- an application form for those members wishing to stand for election,
- Duties and responsibilities of Board Members/Directors
- Skills and expertise required for Board Members/Directors
- Types of activities the board members are expected to undertake and the commitment required
- Board Members/Directors legal responsibilities and liabilities
- The Societies Code of Conduct
- The AGM Agenda (See draft Agenda)

*Please Note – Members who are intending to apply for a position on the board will be required to undertake a DBS (Disclosure and Barring Service) check. The cost of this will be met by Caverswall Community Society.

Accounts

It is essential that the Board provide all members with accurate information relating to the financial accounts to reflect the current performance of the business. This process is currently underway and a qualified Accountant has been instructed as a professional auditor to oversee this process. When the board is in a position to release the statement of accounts the date for the AGM will be announced with a minimum of 14 days' notice given.

Attendees

The AGM is for the attendance of Shareholders ONLY. A register of all shareholders will be available at the meeting and those attending will be asked to sign the register upon arrival.