



To All Members of the Insurance Institute of Sheffield

Date 29 January 2018

Our Ref AGM Notification
Your Ref

Dear Member

Notice of the Annual General Meeting of The Insurance Institute of Sheffield

This letter is to advise that the Annual General Meeting of the Insurance Institute of Sheffield will be held on Monday 5th March 2018 at 6.00pm. The venue will be the **Advanced Manufacturing Park Technology Centre, Brunel Way, Catcliffe, Rotherham, S60 5WG.**

All current members of the Insurance Institute of Sheffield are entitled to attend.

An agenda for the Annual General Meeting is attached. Copies of the minutes of last year's AGM will be available at the meeting together with copies of the Institute's accounts for the year ending 31st December 2017 and other reports.

The agenda includes the list of Officers of the Institute who are to be elected for the forthcoming 2018-2019 session. It is also necessary to elect other Council Members of the Institute for the same period. If you wish to submit a Nomination Form for election to the Council, please forward a completed Nomination Form (see form attached) to the current President at the postal or e-mail address shown below. You will see that signatures of four sponsors, who must be current members of the Institute, are required together with the consent of the nominee. All members of the Institute are welcome to stand for election as Council Members; it is not necessary to be a diploma holder.

As the voting for these Officers will take place at the Annual General Meeting your President requests your attendance at this important event in your Institute's calendar.

Yours sincerely

Jean Cookson - BA(Hons), ACII
President

Encls: Agenda and Nomination Form

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