



The Insurance
Institute of Sheffield
Chartered Insurance Institute

**To All Members of the Insurance Institute of
Sheffield**

Date 4 February 2019

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 4th March 2019 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 2018 and other reports.

The agenda includes the list of Officers of the Institute who are to be elected for the forthcoming 2019-2020 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 Secretary 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.

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

Geoff Fenwick - FInstSMM, ACII
President

Encls: Agenda and Nomination Form

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