



The Insurance
Institute of Sheffield
Chartered Insurance Institute



Date 1st February 2024

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 2024 at 4.00pm. The Meeting will be held in the Vantage Suite, Aston Hall Hotel, Worksop Road, Aston, Sheffield, S26 2EE.

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 2023 and other reports.

The agenda includes the list of Officers of the Institute who are to be elected for the forthcoming 2024-2025 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 e-mail address shown on the form. 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

Lauren Walker - FCII
President

Encs: Agenda and Nomination Form