

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

**Date** 17 January 2017

**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 6th March 2017 at 6.00pm. The venue for the Annual General Meeting will be the **Advanced Manufacturing Park, 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 the last year's AGM will be available at the meeting together with copies of the Institute's accounts for the year ending 31<sup>st</sup> December 2016 and the Council, Education Secretary's and CPD Secretary's reports.

The agenda details the list of Officers of the Institute who are to be elected for the forthcoming 2017-2018 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 copy attached) to the current Deputy President at the location 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  
**Deputy President**

Encls: Agenda and Nomination Form

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