

Woking Sea Cadets and Royal Marines Cadets Training Ship Dianthus

Dianthus Building, Wishbone Way, Goldsworth Park, Woking, Surrey, GU21 3RT
A charity registered in England and Wales # 305146

WOKING SEA CADET UNIT NOTICE OF VIRTUAL AGM MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of Woking Sea Cadet Unit will be held via the Zoom web conferencing platform¹ at **7pm on Wednesday 21st October 2020** to transact the following business.

AGENDA

1. Apologies for Absence.
2. Opening address by Chairman.
3. Minutes of the last AGM for adoption.
4. Matters arising from those Minutes.
5. Unit Chairman's Report.
6. Commanding Officer's Report.
7. Treasurer's Report and adoption of accounts.
8. Election/Re-election of the Unit Management Committee (UMC)²
9. Any Other Business³.

Notes:

1. Persons wishing to attend on-line can request the Zoom meeting link by contacting Capt (SCC) P Chapman RMR (pchapman@wokingseacadets.org.uk). This link will be sent to all Parents of enrolled cadets, UMT and P&SA members, invited parties and those who legitimately request on-line attendance no less than 1 week before the AGM (with instructions) along with all AGM documents, including the Agenda - that will include list of nominations of new trustees - Annual Reports and Accounts.

2. Election of the UMC – Individuals who are seeking election to the UMC must have their nomination proposed and seconded.

Nominations can only be accepted if they are submitted on the official nomination form, which can be obtained from Mr J Flaherty who can be contacted via email (jflaherty@wokingseacadets.org.uk) or from the Woking Unit website.

Forms will be available from 30th September 2020.

- There are criteria laid down in Sea Cadet Regulations (SCR) as to who is eligible to sit on the UMC. Please see SCR or contact Mr Flaherty for details.
- Any waiving of these criteria is at the discretion of the Area Volunteer Business & Support Manager.
- Only fully completed forms will be accepted.
- Proof of posting/sending is not proof of receipt.

Fully completed nomination forms need to be received by Mr Flaherty by **Monday 19th October 2020**.

All newly elected UMC members will be required to undergo a criminal record disclosure, complete a P1 form – application to join Sea Cadets which includes a Trustee Declaration indicating that they know of no reason why they cannot become a charity trustee, and attend an Adult Induction Course within 6 months of joining.

3. Any Other Business – Items of AOB will only be considered if they are proposed, seconded and sent in letter to the Unit, or email, to UMC Secretary Ms Irie Yee (iyee@wokingseacadets.org.uk) and received at least 24 hours before the meeting.

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WOKING UMC TRUSTEE NOMINATION FORM – October 2020 AGM

Nominee Name		Issue No.
Address		
Telephone		Connection to unit* (if any)
Proposed by		Signature
Address		
Telephone		Connection to unit* (if any)
Seconded by		Signature
Address		
Telephone		Connection to unit* (if any)

- Individuals who are seeking election to the UMC must have their nomination proposed and seconded.
- Nominations can only be accepted if they are submitted on this official nomination form. (Hard copy or electronically)
- Only fully completed forms will be accepted -
 - Post to J Flaherty, Dianthus Building, Wishbone Way, Goldsworth Park, Woking, Surrey, GU21 3RT
 - Email jflaherty@wokingseacadets.org.uk
- There are criteria laid down in Sea Cadet Regulations (SCR) as to who is eligible to sit on the UMC. Please see SCR or contact Mr Flaherty for details.
- Any waiving of these criteria is at the discretion of the Area Volunteer Business & Support Manager.
- Proof of posting/sending is not proof of receipt.
- All elected nominees will be required to undergo a criminal record disclosure and to complete a form P1 – application to join SCC.
- All elected individuals will have to attend an adult induction course within 6 months of joining UMC.

Fully completed nomination forms need to be received by Mr Flaherty by Monday 19th October 2020.

* **Connection to Unit** means any links you may have with the Unit, such as parent, spouse of a member of staff, relative, and benefactor etc. If none, then please state this.